

BEDFORD DOWNS HOMES ASSOCIATION

ACCESS TO INFORMATION POLICY

Policy Mission:

This written policy is established to control and restrict, as deemed necessary by the board of directors, access to all homes association documented information including meeting minutes, correspondence, files and etc... of any kind.

- I. Access for information from the homes association's current or retention files is to be restricted to: 1) members of the association, 2) the association's board of directors and it's legal counsel, 3) the association's management company, and; 4) others whom the association's board of directors may so designate in writing to it's management company.
- II. No information from association files shall be released in any form to anyone not being a member in good standing with Bedford Downs Homes Association. EXCEPTION - Information or file requests from other attorneys of law or any legal action shall be brought to the immediate attention of the homes association legal counsel for professional guidance and immediate handling. Release of any verbal or documented association information including any files under this exception clause must be approved by the association's legal counsel prior to releasing the requested information. The president of the board of directors shall be notified as soon as practical of any exception access requests.
- III. Association members in good standing shall contact, request and schedule an appointment with the association's management company, at the management companies convenience, to view requested documented information. Viewing of requested information shall be done on the premises of the association's management company and in the presence of an management company employee at all times. Only one requested file at a time shall be in the presence of the reviewer.
- IV. Any association member in good standing may view available requested association information. It shall be permissible for the viewing person to take notes or make voice recordings from the reviewed information for their personal use. No reproduced copies of association information of any kind shall be permitted without a written request submitted and approved by the board of directors. EXCEPTION - Requests for copies of any association information from other attorneys of law, courts of law and etc. shall be brought to the immediate attention of the association's legal counsel and the president of the board of directors for their guidance and handling.

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- V. Any association member in good standing desiring a reproduced copy of any association information shall request and submit a completed **Request For Reproduced Copy** form. All information requested on the form shall be legibility filled out including the purpose or intent of the desired information. The completed form shall be submitted to the board of directors through the homes association's management company. The board of directors shall issue a written response to the request following the directors review and decision of said request. The **Request For Reproduced Copy** form is available from the association's management company. The association's management company will charge the requesting recipient a service fee for each side of each page of reproduced copy approved by the board of directors. Such fees collected for copies reproduced shall belong to the management company for their services and expense and not of the homes association.
- VI. Any recipient removing association written documentation or files from the premises of the association's management company may do so only by written authorization signed by three (3) board of directors. Recipient shall also complete and sign an **Acknowledgement of Receipt** that states the removed information by name or title, number of pages and provides a full description of the written contents of the removed documentation/file(s). Recipients signature shall also testify that the recipient is accepting full responsibility as custodian of said removed information and warrants it's safe, undamaged and unaltered return to the association's management company within a stated period of time as indicated on the **Acknowledgement of Receipt** form.
- VII. The board of directors shall have the right to establish "**Confidential Files**" which contain information relating to personnel matters, property acquisition, property disposition and any other information so deemed "confidential" by the association's board of directors. Said **Confidential Files** information shall be available ONLY to current board of directors, legal counsel and the association's management company. Release of **Confidential Files** information to others shall receive prior written approval from the board of directors and it's legal counsel.
- VIII. Association board of directors "Executive Session" meeting minutes and/or discussed information in an "Executive Session" shall be deemed confidential. Therefore, such minutes and/or information shall not be available to any association member in good standing until such time the board of directors removes the specified minutes and/or information from it's **Confidential** status files. Depending on the nature of the confidential information shared, discussed and documented by the directors in "executive session", some information, due to it's sensitiveness and possible legal actions, may be determined by the directors and/or it's legal counsel to remain **Confidential** indefinitely.

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VIII. Continued -

Only current board of directors and it's legal counsel, the association's management company and other approved recipients by the board of directors and it's legal counsel in writing to the management company shall have access to and the use of "executive session" confidential meeting minutes and information until such time some or all of the information is reclassified from **Confidential** to the association's "General" files.

Adopted August 16, 1997