

Poncha Meadows Filing No. 1, Block 6 Association, Inc.
Inspection and Copying of Records Policy

Effective February 6, 2024

The following Policy has been adopted by Poncha Meadows Filing No. 1, Block 6 Association, Inc. (the “Association”) pursuant to the provisions of C.R.S. § 38-33.3-209.5, at a regular meeting of the Board of Directors (the “Board”) for the benefit of the Association and its owners or members (the “Member(s)”).

Purpose: To establish a uniform policy and procedures for the inspection and copying of Association records by owners; to establish the type of records kept by the Association or its agent; and to establish the cost of copying Association records.

WHEREAS, the Colorado Common Interest Ownership Act (“CCIOA”), in C.R.S. § 38-33.3-317, gives all Members of the Association the right to examine and copy the financial and other records of the Association.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following Policy governing the inspection and copying of Association records:

1. The Association shall keep as records the following documents:
 - (a) Records the Association is required to disclose within 90 days after the end of the fiscal year as required by C.R.S. § 38-33.3-209.4(2);
 - (b) Detailed records of receipts and expenditures affecting the operation and administration of the Association;
 - (c) Records of claims for construction defects and amounts received pursuant to settlement of those claims;
 - (d) Minutes of all meetings of the Members and the Board, a record of all actions taken by the Members or Board without a meeting, and a record of all actions taken by any committee of the Board;
 - (e) Written communications among, and the votes cast by, Board members that are:
 - (i) Directly related to an action taken by the Board without a meeting pursuant to section 7-128-202, C.R.S.; or
 - (ii) Directly related to an action taken by the Board without a meeting pursuant to the Association’s Bylaws;
 - (f) The names of Members in a form that permits preparation of a list of the names of all Members and the physical mailing addresses at which the Association communicates with them, showing the number of votes each Member is entitled to vote;
 - (g) The current Declaration, Bylaws of the Association, Articles of Incorporation of the Association, all rules and regulations and responsible governance policies, and other policies adopted by the Board;

- (h) Financial statements as described in section 7-136-106, C.R.S., for the past three years and tax returns of the Association for the past seven years, to the extent available;
- (i) A list of the names, electronic mail addresses, and physical mailing addresses of the current Board members and officers;
- (j) A list of the current amounts of all unique and extraordinary fees, assessments, and expenses that are chargeable by the association in connection with the purchase or sale of a unit and are not paid for through assessments, including transfer fees, record change fees, and the charge for a status letter or statement of assessments due.
- (k) All documents included in the association's annual disclosures made pursuant to section 38-33.3-209.4, C.R.S.
- (l) The most recent annual report delivered to the secretary of state, if any;
- (m) Financial records sufficiently detailed to enable the Association to comply with section 38-33.3-316(8), C.R.S., concerning statements of unpaid assessments;
- (n) The Association's most recent reserve study, if any;
- (o) Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;
- (p) Records of the Board or committee actions to approve or deny any requests for design or architectural approval from Owners;
- (q) Ballots, proxies, and other records related to voting by Members for one year after the election, action, or vote to which they relate;
- (r) Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of Members or any class or category of Members; and
- (s) All written communications within the past three years to all Members generally as Members.
- (t) All written consents provided by Members consenting to the disclosure of such Members' telephone number, electronic mail address, driver's license numbers, and social security numbers.
- (u) Any contact with a Member in regard to a Member's delinquency in paying assessments, fines, or fees, including information regarding the type of communication used to contact the Member and the date and time that the contact was made, pursuant to C.R.S. § 38-33.3-209.5.
- (v) The designated contact and preferred language of a Member, pursuant to C.R.S. § 38-33.3-209.5

2. So the Association can have the desired books, records and personnel available, a written notice of intent to inspect must be submitted to the Association, its authorized agent or to the Board at least fourteen (14) days prior to the planned inspection. Such notice must describe with reasonable particularity which records are to be inspected and the purpose of the inspection.