

**BRITTANY LANDING THE HARBOR
HOMEOWNERS' ASSOCIATION**

POLICY RESOLUTION: ACCESS TO ASSOCIATION RECORDS

WHEREAS, the Association keeps correct and complete books and records of account and Minutes of the proceedings of its members and Board of Directors;

AND WHEREAS, California Corporation Section 8333 provides that the owners shall have the right, during reasonable business hours, to inspect the accounting books and records of the Association, and Minutes of proceedings of the members and the Board and committees of the Board;

AND WHEREAS, it is desirable to impose certain reasonable restrictions to maintain control;

NOW, THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection of the records of the Association:

1. A notice of intent to inspect must be submitted in writing to the Board of Directors or its duly authorized managing agent at least five (5) days prior to the planned inspection.
2. The notice must specify with particularity, which records are to be inspected.
3. All records shall be inspected at the registered office of the Association located at 3195 Mecartney, Alameda, California 94502, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday.
4. At the discretion of the Board of Directors, or its agent, certain records may only be inspected in the presence of a Board member or employee of the managing agent.
5. The person(s) requesting access shall not disrupt the ordinary business activities of the registered office or its employees during the course of inspection.
6. No records may be removed from the office without the express written consent of the Board of Directors.
7. When applicable, all costs of inspection shall be borne by the person requesting access. In the event the person reviewing the records is desirous of making photocopies, the person requesting same will incur all costs of copying.