

# **CENTRE COURT 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 that 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 it will incur all costs of copying.

8. Limitations of Access: Consistent with an individual's right to privacy and applicable law, the following records will not be made available without the express written consent of the Board of Directors:
  - a. Minutes of Executive Sessions;
  - b. Minutes of Administrative Hearings pertaining to the imposition of punitive measures;
  - c. Where disclosure would violate a constitutional or statutory provision or applicable public policy;
  - d. Where disclosure could result in a discernible harm to the Association or any of its members;
  - e. Personnel records;
  - f. Inter-office memoranda;
  - g. Litigation files;
  - h. Preliminary data, information or investigations that have not been formally approved by the Board of Directors, such as contractor bid prospects;
  - i. Where disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
  - j. Where disclosure would unreasonably interfere with or disrupt the operation of the Association.
  - k. Where access results in a private harm or damage that outweighs the right to access.
9. The Association is under no obligation for any additional information other than that which is required by law.

Approved: 11-10-94