

**Access to Association Records
Administrative Resolution 04**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following policy for the examination and copying of Association books, records and minutes:

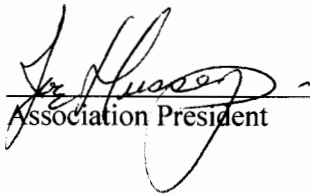
1. Any member the unit owners association or his/her authorized agent may examine and copy the books, records, and minutes of the association subject to the conditions, requirements and exclusions set forth below:
 - a. The examination and/or copying of the records of the Association shall be at the Unit Owner's expense;
 - b. The examination and/or copying of the records of the Association shall be conducted during the regular business hours of 9 a.m. to 3 p.m., Monday through Friday, at the management company's office; and
 - c. The Unit Owner shall give the Association's Property Manager a written demand, stating the purpose for which the examination and/or copying is sought, at least five business days before the date on which the Unit Owner wishes to inspect and/or copy such records; and
2. **Proper Purpose/Limitation.** Association records shall not be used by any Unit Owner for:
 - a. Any purpose unrelated to the Unit Owner's interest as an Owner;
 - b. The purpose of soliciting money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association;
 - c. Any commercial purpose;
 - d. For the purpose of giving, selling, or distributing such Association records to any person; or
 - e. Any improper purpose as determined in the sole discretion of the Board.
3. **Exclusions.** The following records shall NOT be available for examination and/or copying of any of the following from books, records, and minutes:
 - a. Information that pertains to condominium property-related personnel matters;
 - b. Communications with legal counsel or attorney work product pertaining to pending litigation or other condominium property-related matters;
 - c. Information that pertains to contracts or transactions currently under negotiation, or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements;
 - d. Information that relates to the enforcement of the declaration, bylaws, or rules of the unit owners association against unit owners;

- e. Information the disclosure of which is prohibited by state or federal law.
4. **Fees/Costs.** Any Unit Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association, including the cost per page for copies and the cost per hour to search, retrieve, and copy the record(s) requested. For copy requests in excess of \$25.00, the Association may require a deposit equal to the anticipated actual cost of the requested records. Failure to pay such deposit shall be valid grounds for denying the Unit Owner copies of such records. If after payment of the deposit it is determined that the actual cost was more than the deposit, the Unit Owner shall pay such amount prior to delivery of the copies. If, after payment of the deposit, it is determined that the actual cost was less than the deposit, the difference shall be returned to the Unit Owner with the copies.
5. **Examination.** The Association reserves the right to have a third party present to observe during any examination of records by the Unit Owner or the Owner's representative.
6. **Original.** No Unit Owner, or the Owner's representative, shall remove any original book or record of the Association from the place of examination nor shall any Owner or Owner's representative alter, destroy or mark in any manner, any original book or record of the Association.
7. **Creation of Records.** Nothing contained in this Policy shall be construed to require the Association to create records that do not exist or compile records in a particular format or order.
8. **Deviations.** The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

THE WOOD AT POLARIS CONDOMINIUM
ASSOCIATION, INC.

This resolution, Administrative Resolution 04, was adopted at a meeting of the Board held on January 13, 2009 with the directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Joe Hussey	✓	—	—	—
Tom Pritchard	✓	—	—	—
Tara Logan	✓	—	—	—
Pat Davis	✓	—	—	—
Don Cavote	✓	—	—	—
Dick Bollinger	✓	—	—	—



Association President



Association Secretary