

**WOODY CREEK TOWNHOMES ASSOCIATION NO. 1 REGARDING
INSPECTION AND COPYING OF ASSOCIATION RECORDS POLICY**

- SUBJECT:** Adoption of a policy governing the inspection and copying of Association records by Members, consistent with transparency requirements and applicable Colorado law.
- PURPOSE:** The purpose of this Inspection and Copying of Association Records Policy (“Policy”) is to establish a clear, fair, and lawful process by which Members may inspect and obtain copies of Association records, while protecting confidential information and ensuring compliance with the Colorado Common Interest Ownership Act (“CCIOA”) and the Association’s governing documents.
- AUTHORITY:** This Policy is adopted pursuant to the Declaration, Articles of Incorporation, and Bylaws of the Association, and in accordance with the Colorado Common Interest Ownership Act (“CCIOA”), **C.R.S. §38-33.3-101 et seq.**, including **§38-33.3-317** and **§38-33.3-209.5**, and the Colorado Revised Nonprofit Corporation Act.

This Policy is intended to operate in coordination with the Association’s:

- Conduct of Meetings Policy (2025)
- Covenant and Rules Enforcement Policy (2025)
- Collection of Unpaid Assessments Policy (2025)
- Conflict of Interest & Director Ethics Policy (2025)

EFFECTIVE DATE: OCTOBER 1, 2025

(Supersedes Inspection and Copying of Association Records Policy adopted August 14, 2014)

RESOLUTION: The Board of Directors of the Association hereby adopts the following Policy based on the findings below

WHEREAS, the Woody Creek Townhomes Association No. 1 (the “Association”) is a Colorado nonprofit corporation responsible for administering a common interest community and maintaining official Association records; and

WHEREAS, the Board of Directors owes fiduciary duties of care, loyalty, and good faith to the Members of the Association, including the duty to maintain records and provide reasonable access to such records as required by law; and

WHEREAS, the Colorado Common Interest Ownership Act establishes specific rights and limitations regarding the inspection and copying of Association records by Members; and

WHEREAS, the Board of Directors desires to adopt a uniform Inspection and Copying of Association Records Policy that promotes transparency, protects confidential information, and aligns with current statutory requirements and the Association’s other governance policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the following Inspection and Copying of Association Records Policy.

1. RECORDS AVAILABLE FOR INSPECTION

- a. Subject to the limitations set forth in this Policy and CCIOA, Members are entitled to inspect and copy Association records, including but not limited to:
 - i. Governing documents of the Association;
 - ii. Minutes of meetings of the Members and the Board of Directors (excluding confidential executive session content);
 - iii. Financial statements, budgets, and financial records;
 - iv. Current reserve study summaries;
 - v. Insurance policies and summaries;
 - vi. Contracts and agreements to which the Association is a party;
 - vii. A roster of Members' names and mailing addresses.

2. RECORDS NOT AVAILABLE FOR INSPECTION

- a. The following records shall not be subject to inspection or copying except as required by law:
 - i. Records protected by attorney-client privilege or attorney work-product doctrine;
 - ii. Executive session records and minutes containing confidential or privileged information;
 - iii. Personnel, medical, or individual unit files of other Members;
 - iv. Personal identifying information of Members, including social security numbers, email addresses, and telephone numbers;
 - v. Records related to pending or potential litigation;
 - vi. Individual Owner assessment account records, except that a Member may inspect their own account records.

3. REQUEST PROCEDURE

- a. Requests to inspect or copy records must be submitted in writing to the Association or its managing agent.
- b. An Owner **may**, but is **not required to**, state the purpose of a records inspection or copying request. The Association shall not deny, delay, or condition access to Association records based on whether a purpose is stated.
- c. Any stated purpose, if voluntarily provided, shall not expand or limit the scope of records required to be produced under CCIOA.
- d. Requests shall be fulfilled within **ten (10) business days** of receipt, unless an extension is reasonably necessary due to the volume or location of records.

4. METHOD OF INSPECTION AND DELIVERY

- a. Records may be made available for inspection in person, by electronic means, or by providing copies, at the Association's discretion.
- b. Electronic delivery shall be the preferred method where records are maintained electronically.
- c. The Association is not required to create records or compile information in response to a request.

5. FEES AND COSTS

- a. The Association may charge reasonable fees reflecting the actual cost of copying, labor, and delivery of records.
- b. No fee shall be charged for inspection of records without copying.
- c. Fees for electronic copies shall not exceed the actual cost of production.
- d. Requests shall not be denied solely due to the inability to prepay unreasonable fees.

6. LIMITATIONS AND CONDITIONS

- a. Records shall be used only for purposes reasonably related to a Member’s interest in the Association.
- b. The Association may impose reasonable conditions on the time, place, and manner of inspection to protect records and minimize disruption of Association operations.

7. CONFIDENTIALITY

- a. Members receiving records under this Policy shall maintain the confidentiality of non-public or sensitive information and shall not misuse records in violation of law or the Association’s governing documents.

8. ENFORCEMENT

- a. Misuse of Association records or abuse of inspection rights may be addressed pursuant to the Covenant and Rules Enforcement Policy and other applicable Association policies.

9. AMENDMENT

- a. This Policy may be amended by the Board of Directors at a duly noticed meeting.

10. SEVERABILITY

- a. If any provision of this Policy is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

11. ADOPTION AND EFFECTIVE DATE

- a. This Policy was adopted by resolution of the Board of Directors at a duly noticed meeting and is effective as of:

Meeting Date: 1/4/2026

Effective Date: 10/1/2025

CERTIFICATION

The undersigned certifies that this Policy was duly adopted by the Board of Directors of the Association in accordance with CCIOA and the Association’s governing documents.

Woody Creek Townhomes Association No. 1

A Colorado Non-Profit Corporation

By: 

Title: President

Date: 1/4/2026