

BROMLEY PARK RECORDS ACCESS POLICY

WHEREAS, Article VI, Section 3, of the Bylaws grants the BOARD powers for the duties necessary to administer the affairs of the ASSOCIATION; and

WHEREAS, it is necessary to define the procedures for inspecting the records, and

WHEREAS, it is intended that this policy be applicable to all lot owners (and their agents) and all mortgage holders (and their agents) and shall remain in effect until changed or rescinded by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT this resolution shall be adopted with the following procedures:

1. Lot owners and mortgage holders are allowed access to the records and books of the Association. Access will be limited only by the provisions of this policy resolution.
2. Copies of past month's approved meeting minutes and financial statements (balance sheet, summary statement of income and expense, and statement of income and expense) are available without advance notice and without any charge. These items may be picked up during office hours at the management office or may be requested by email.
3. Any lot owner or mortgage holder that wants access to inspect additional records, is required to put their request in writing. The request:
 - a. Should be made to the Board of Directors and delivered to the management office.
 - b. Must detail the specific records that are to be inspected.
 - c. Must indicate the purpose of the inspection request.
 - d. Must indicate if inspection will be conducted on site at the management company's office or if being sent by email. The Board of Directors will act upon all written requests to inspect the records within thirty (30) days of receipt by the management office.
4. Requests that are deemed by the Board to be in the interest of the Association will be approved. Any request that is for personal benefit or contrary to the benefit of the Association will be denied.
5. Approved requests for on site inspections will be performed during regular office hours at a mutually agreed time between the requestor and the Manager.
6. The requestor will not disrupt the normal office activities during the inspection.
7. No records shall be removed from the management office.
8. If any photocopies of the records are desired, the copies will be made by the management office at a reasonable rate per copy determined by the management company, which will be paid by the requestor.
9. All on site inspection of records will require a monitor from the management company. The cost of the monitor for supervision and copying will be paid by the requestor at an hourly rate commensurate with the employee's total compensation as determined by the management company.
10. The following records will not be made available for inspection:
 - a. Attorney and legal files and all supporting correspondence.
 - b. Minutes of executive sessions of any Board meeting.
 - c. Personnel records.
 - d. Individual lot files of other lot owners.
 - e. Information about hearings dealing with deed restriction enforcement involving other lot owners.
 - f. Any record that disclosure would violate a law or right of another.
 - g. Any records that have not yet been reviewed by the Board or are still preliminary.
11. Agents of a lot owner or mortgage holder may participate in the inspection.

Executed this 24 day of JULY, 2014

By: _____

PAUL J. BLASCH, President