

**EDWARDS VILLAGE CENTER OWNERS ASSOCIATION, INC.**  
A Colorado nonprofit corporation

**POLICY STATEMENT**  
**AVAILABILITY OF ASSOCIATION RECORDS FOR COPYING**  
**AND INSPECTION BY OWNERS**

The Edwards Village Center Owners Association, Inc. (the "Association") is governed under the provisions of the Colorado Common Interest Ownership Act (CIOA). Section 317 of CIOA requires common interest community associations to keep detailed financial records in order to facilitate the delivery or transmission of written statements to permitted persons or organizations describing the amount of unpaid assessments currently levied against any owner's unit. Section 317 also requires associations to keep permanent records of the minutes of all meetings of unit owners and the Executive Board (the "Board") (or any committee of the Board) as well as a record of all actions taken by the owners or the Board (or any committee of the Board) by written ballot or by consent in lieu of a meeting. Section 317 also requires associations to maintain a list of all owners and their current addresses along with the voting percentage which is applicable to each owner's unit.

All of the above records are maintained in written form in the Association's offices. In addition to these records, the Association also complies with other provisions of Section 317 of CIOA and maintains copies at its offices of the Association's declaration, articles of incorporation, bylaws, written communications to owners over the past three years, a list of the names and business or home addresses of the current directors and officers, the most recent annual financial reports for the Association, and all audits or reviews of the Association's financial statements conducted during the immediately three preceding years.

All of these records are maintained in the Association's offices in a form that makes them reasonably available for examination and copying by any owner or authorized agent of an owner. The Association is entitled to charge a fee, not to exceed its actual cost per page, for making copies of any of these records.

A membership list of owners may not be obtained or used by any person for any purpose unrelated to a unit owner's interest as a unit owner without the prior written consent of the Board. In addition, a membership list of owners may not be used under any circumstances for a commercial purpose or for the solicitation of money or property unrelated to an Association election. A membership list of owners may not be sold or purchased under any circumstances.