

**RESOLUTION OF THE BOARD OF DIRECTORS  
MERIDIAN LAKE PARK CORPORATION POLICY AND PROCEDURE FOR  
INSPECTION AND COPYING OF ASSOCIATION RECORDS**

**SUBJECT:** Adoption of policies and procedures for the inspection and copying of Meridian Lake Park Corporation ("**Association**") records by Owners and retention of Association permanent records.

**PURPOSE:** To adopt policies regarding an Owner's right to inspect and copy Association records and identification of records to be permanently retained by the Association and to adopt standard procedures to be followed when an Owner chooses to inspect or copy Association records (collectively, the "**Policy**").

**AUTHORITY:** Meridian Lake Park Declaration and any other Governing Documents of the Association and Colorado Revised Statutes, 38-33.3-101 et. seq (the "**Act**").

**EFFECTIVE DATE:** JANUARY 19, 2015

**RESOLUTION:** The Association adopts the following Policy:

1. **Required Records.** The Association, through its manager, will keep records and make the records available to all owners of a lot in the Association ("**Owner**") in conformance with the Governing Documents and applicable law. The Association, through its manager, if any, will keep the following records:

(a) An account for each Owner, which designates the name and address of each Owner, the amount of each Assessment, the dates on which each Assessment comes due, any other fees payable by the Owner, the amounts paid on the account and the balance due;

(b) Detailed records of receipts and expenditures affecting the operation and administration of the Association;

(c) Records of claims for construction defects and amounts received pursuant to settlement of those claims;

(d) Minutes of all meetings of its Owners and executive Board of Directors, a record of all actions taken by the Owner or executive Board of Directors without a meeting, and a record of all actions taken by any committee of the executive Board of Directors;

(e) Written communications among, and the votes cast by, executive Board of Directors members that are: (I) directly related to an action taken by the Board of Directors