

**HIGHLAND PARK NEIGHBORHOOD ASSOCIATION, INC.
RECORDS INSPECTION POLICY**

Effective Date: September 22, 2006

In compliance with the Colorado Common Interest Ownership Act and the Declaration of Protective Covenants for Highland Park, the Board of Directors desires to adopt a uniform and systematic policy regarding records inspection.

The Association hereby adopts the following policy and procedures for records inspection:

1. The Association shall maintain, at a minimum, the following records:
 - A. financial records sufficiently detailed to enable the Association to provide statements of unpaid assessments in accordance with the Colorado Common Interest Ownership Act;
 - B. minutes of Membership meetings, minutes of Board meetings, a record of all actions taken by the Members or Board by written ballot or written consent in lieu of a meeting, a record of all actions taken by a committee of the Board in place of the Board on behalf of the Association, and a record of all waivers of notices of meetings of Members and of the Board or any committee of the Board;
 - C. a record of Members in a form that permits preparation of a list of names and addresses of all Members ("Membership list");
 - D. the Articles of Incorporation, Declaration, Covenants, Bylaws, rules and regulations, and resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of Members;
 - E. written communications within the past year to Members generally as Members;
 - F. a list of the names and business or home addresses of its current directors and officers;
 - G. its most recent annual report, if any; and
 - H. all financial audits or reviews conducted pursuant to the Colorado Common Interest Ownership Act during the immediate preceding three years.
2. Records shall be made reasonably available for inspection and copying by a Member or the Member's authorized agent. "Reasonably available" means available during normal business hours upon notice of 5 business days, to the extent that:


A. the request is made in good faith and for a proper purpose, and does not violate the Privacy Policies of the Association;

B. the request describes with reasonable particularity the records sought and the purpose of the request; and

C. the records are relevant to the purpose of the request. All requests shall be submitted on the form attached to this policy.

IN WITNESS WHEREOF, the undersigned certify that this Records Inspection Policy was adopted by resolution of the Board of Directors of the Association this 22nd day of September, 2006.

HIGHLAND PARK NEIGHBORHOOD ASSOCIATION, INC.



Douglas H. Barber-President



Marge Shuger-Secretary