

## Mountain Park Ranch HOA Business Records Examination Policy

Any member of the association may examine the financial and business records of the Association under the following conditions and guidelines:

Financial and business records listed herein shall be made reasonably available for inspection and copying by any member or their authorized agent(s) during regular business hours at the Association's principal office.

The Association will respond to a written request of a member by making documents available for inspection or copying within ten (10) business days of receiving the written request specifically identifying the documents sought to be inspected or copied. A request that would invade the privacy of an employee or member of the association will be denied.

Records for Inspection shall include but are not necessarily limited to: 1. Corporation's Articles of Incorporation and all Amendments; 2. Association's Bylaws and Amendments; 3. Resolutions adopted by the Board of Directors relating to members; 4. Open Minutes of all members' meetings for the past three years; 5. Written communications to members generally including financial statements furnished; 6. A list of the names of its current directors and officers; 7. The most recent annual report delivered to the Arizona Corporation Commission; 8. Accounting records of the Association; 9. and in reasonable detail, a statement showing the Association's assets and liabilities.

Records not open for inspection, in accordance to §ARS 33-1805, and as determined by the Board of Directors, shall include: 1. Employee personnel, financial, and medical files and records; 2. Communication between the Board and an attorney for the Association; 3. Pending or contemplated legal matters relating to enforcement of the Association's documents or rules; 5. Closed executive session meeting minutes or other records related to Association meetings not open to all members and 6. Correspondence from or with association members regarding individual homeowner files.

The Association shall not be required to disclose financial or other records if disclosure would violate any state or federal law.

**Adopted as policy by the MPR Board of Directors, November 24, 2009, at the November 24, 2009 Board meeting**