

**Soda Springs Ranch Homeowners Association
Inspection & Copying of Association Records Policy
September 16, 2006**

These Responsible Governance Policies have been adopted by the Board of Directors of the Soda Springs Ranch Condominium Association, Inc. (the "Association") pursuant to and in compliance with the requirements of C.R.S. 38-33.3-209.5 and other provisions of the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 *et seq.* ("CCIOA"). The policies and procedures set forth below are not intended to revoke, supersede or modify any provisions of the Condominium Declaration for Soda Springs Ranch Condominiums, the Articles of Incorporation and Bylaws of the Association, or any other rules and regulations adopted by the Board of Directors of the Association, as the same now exist or may hereafter be amended (herein collectively referred to as the "Governing Documents"). Rather, these Policies are intended to summarize and supplement applicable provisions of such Governing Documents in order to provide a convenient reference for Owners, Directors and other interested parties with respect to the governance and operation of the Association. In the event of any conflict or inconsistency between the provision of the Governing Documents and these Policies, the Governing Documents shall control. Any failure by the Board or any officer or agent of the Association to follow the policies and procedures set forth herein shall not give rise to any liability, forfeiture or waiver on the part of the Association or any Director, officer or agent thereof, nor shall it relieve any Owner of responsibility for payment of assessments or other charges payable by such owner, nor shall it be an excuse for any violation of the provisions of the Governing Documents by any Owner.

In accordance with 38-33.3-209.5 (b) (V) Responsible Governance Policies (SB100), the following policy is outlined regarding procedures by unit owners to inspect and copy HOA records:

1. The records maintained at the Association's principal office shall include all records specified in C.R.S. 38-33.3-317(5). In addition, the Board or Managing Agent will maintain at the principal office the Association's financial records, accounts receivable information, Filing II survey, covenant violation information, water account records, Rules and Regulations, and copies of adopted Policies. Records related to Owner written complaints will be kept for five years.
2. Inspection and copying of records will be processed as outlined in Paragraph 10.3 of the Condominium Bylaws for SSR.
3. Unit owners will initially be directed to the SSR web site at www.sodaspringsranch.com for printing of most records. This includes all items outlined in Paragraph 10.2.1 of the SSR Bylaws. Records on the web site include Articles of Incorporation; Bylaws; Bylaw Amendments; Declaration and Declaration Amendment; Rules and Regulations; Board Minutes; Annual HOA Minutes; list of the Directors; Committee Members; and Financial Statements in accordance with SB100.
4. If records are not available on the web site, or if the Owner requests inspection or copying of the printed records, the Owner will coordinate the inspection and copying request with the SSR Managing Agent. Owners will complete a SSR form describing the records requested, the purpose of the inspection, and an acknowledgement that the owner understands that the records cannot be used for an improper purpose.

5. As indicated in Paragraph 10.3 of the Declaration, records will be requested at least five business days in advance by the unit owner. Only association related business records will be released to unit owners. Records that will not be released for review by owners include attorney-client privileged communications.
6. If unit owners are unable to print the records they need from the web site, the SSR HOA will impose a reasonable charge of .25 cents per page. This includes labor and material. Mailing fees (if necessary) will be a separate charge. It can be expected that most requirements can be accomplished in five business days.
7. The SSR membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a unit owner's interest as a unit owner without consent of the executive board. The membership list or any part thereof may not be:
 - a. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the unit owners in an election to be held by the association.
 - b. Used for any commercial purpose; or
 - c. Sold to or purchased by any person.

Approved by the SSR Board of Directors

Date: September 16, 2006