

## **WILLOW CREEK PASS VILLAGE ASSOCIATION**

### **Policies and Procedures**

#### **Inspection and Copying of Association Records:**

Willow Creek Pass Village Association records are kept at the business offices of the current management company, Double H Management. Records are reasonably available for review by Association members at the offices of Double H Management. Colorado Statute 38-33.3-317 specifies the requirement for keeping association records, their availability, and procedures for review and copying.

WEBSITE: The Association has made available many of the records at the Association website, [www.wcpva.org](http://www.wcpva.org). These include Articles of Incorporation, Covenants, Bylaws, recent approved Board of Director minutes, Operating budgets, past year financial statements, and certain policy & procedures.

RECORD REVIEW: Association members, or member's authorized agents, may review records during normal business hours, upon providing written request for review.

Written request to review records must:

- a) Be made "in good faith and for a proper purpose;"
- b) Describe with "reasonable particularity" the records sought and the purpose of the request;
- c) Provide five business day notice.

Records will be made available, provided the requested records are relevant to the purpose of the request. All records must remain at the office of the Association. Copies can be made, and members will be charged a reasonable fee.

RECORDS NOT AVAILABLE FOR REVIEW: Association members' personal information, including financial account information, will not be made available for general review. Attorney information, and information associated with litigation, will not be made available.