

**THE KLAHANIE HOMEOWNERS ASSOCIATION
POLICY RESOLUTION #2019.11.4**

RECORDS REVIEW

AUTHORITY:

- A. Article 8, Keeping Records and Reports of the Association Bylaws, provides in applicable part that, "all records of the Association shall be available for examination by all Owners, holders of mortgages on the lots, and their respective authorized agents on reasonable advance notice during normal working hours at the offices of the Association or its managing agent...the Association may impose and collect a reasonable charge for copies and any reasonable costs incurred by the Association in providing access to its records".

Notwithstanding the above, privileged documents, documents created pursuant to RCW 64.38.035(2) and restated by RCW 64.90.495, and secret voting documents shall not be disclosed to homeowners.

- B. Article 9.1, Rules and Regulations-Adoption of the Association Bylaws, provides that, "the Board may, from time to time, consistent with and subject to the provisions of the Governing Documents adopt, amend, and repeal Rules and Regulations for the Association to supplement the other Governing Documents and to enhance and preserve the quiet use and enjoyment of the property for all owners, their families, invitees, licensees, lessees, and guests".

PURPOSE:

For the books and records of the Association to be assessable to Unit Owners in a fair, equitable, and timely manner, the Board deems it necessary and desirable to establish policies regulating the viewing and availability of Association documents.

RESOLUTION:

The Board resolves that the viewing, availability, and copying of various Association documents be made assessable to homeowners in the following manner:

1. A homeowner is required to make an appointment with the Property Management Office at least 48 hours in advance and state clearly, in writing, what documentation is needed.

2. Records and Association business documents can be distributed as follows:

- a. Association Board and Committee meeting agendas/minutes and Association Bylaws, Declarations, Rules and Resolutions can be copied and distributed to a requesting homeowner. If office staff is requested to assemble and/or prepare data or analysis, a charge of \$30.00 an hour for employee labor plus .10 cents per page may be assessed.
- b. Association business contracts cannot be copied, but they can be viewed by a requesting homeowner in the HOA Office.
- c. Legal correspondence, violation matters, employee disciplinary actions or employee salary and personal or medical information cannot be copied or viewed or made available to a requesting homeowner.
- d. The unlisted telephone number, alternate mailing address or email address of any homeowner cannot be copied or viewed or made available to a requesting homeowner.
- e. All other requested documentation from a homeowner will be considered on a case-by-case basis if the requested information is not deemed confidential under RCW 64.90.495.

3. Any requesting homeowner will be notified if the documentation they are seeking is available for viewing/copying, at no charge, on the Klahanie website, www.klahanie.com.

4. No written documentation will be provided for the purpose of use in a Resale Certificate or lender refinancing. Requesting owners will be directed to the Klahanie accounting department for that type of documentation

President's and Secretary's Certification: The undersigned, respectively being the President and Secretary of the Klahanie Association, a Washington nonprofit corporation, certify that the foregoing Compliance Policy was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on October 29, 2019, and in witness thereof, the undersigned have submitted their names.

By: Chris Humberson, President
Chris Humberson, President

By: _____
Sarah Lanis, Secretary