

## POLICY FOR RECORD & DOCUMENT REQUEST

*Approved by POA Board on 2.28.2020*

### OWNERS & MEMBERS

Any Member of the Pointe Royale Property Owners' Association (the "Association") may request to inspect the following records of the Association under the following conditions:

*Records that may be obtained by a Member of the Association:*

1. Minutes of any meeting of the Members, including the Annual Meeting;
2. Minutes of any meeting of the Board of Directors;
3. A record of any action taken by the members or directors without a meeting;
4. A record of all actions taken by committees of the Board, including the Architectural Control Committee and Golf Committee;
5. The Articles of Incorporation for the Association or any amendments thereto;
6. The Bylaws of the Association or any amendments thereto;
7. Financial Statements of the Association. For purposes of this Policy, Financial Statements shall be defined as the summary statements of the Association, including annual profit and loss statements, annual income and expense statements, balance sheets of the Association or any variation of the foregoing.
8. Receipts and Expenditures of the Association. For purposes of this Policy, Receipts and Expenditures shall mean the records of receipts and expenses as those are normally kept and compiled by the Association. It shall not include individual cancelled checks, credit card statements or paystubs.

*Conditions under which a Member may request the foregoing Records:*

1. The request must be in writing. Pointe Royale will provide a form for this purpose;
2. The request must identify, with reasonable particularity, the documents being sought;
3. The request must identify, with reasonable particularity, the purpose for which the documents are being sought;
4. The records being sought must be directly connected to the purpose.

In the event a Member requests one of the foregoing records and meets the foregoing conditions, the Association will deliver the record(s) being requested, within five (5) days of the request, to the Member. Delivery of the documents may be by hard copy or electronic copy, in the discretion of the Association. Furthermore, the Association may charge the Member a reasonable fee for producing the record(s) but said fee shall not exceed the cost of producing the record, including labor and material.

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### **BOARD MEMBERS**

Any individual Director of the Board of Directors for Pointe Royale Property Owners' Association (the "Association") may request to inspect *any record* of the Association under the following conditions:

1. The request must be in writing but may be by electronic mail;
2. The request must identify, with reasonable particularity, the documents being sought;
3. The request must identify, with reasonable particularity, the purpose for which the documents are being sought;
4. The request shall be delivered to the Board President;
5. The Board President shall, within 24 hours, circulate the request to the entire Board for review;
6. Upon receipt, the other Directors of the Board shall either lodge an objection to the request or consent to the request. Any failure to respond shall be considered a consent to the request;
7. If the majority of the Board consents to the request, it shall be granted and the President shall direct the General Manager to produce the record(s) to the requesting Director within ten (10) days;
8. If the majority of the Board objects to the request, it shall be denied to the individual Director.

This policy does not require the Association to produce or create any document that does not exist. Delivery of the documents may be by hard copy or electronic copy, in the discretion of the Association. Any record produced to a Director under this Policy, which is not a record that a Member is entitled to, shall remain confidential and the Director shall take all reasonable efforts to keep and maintain the confidentiality of said record(s). This policy shall not be construed to limit the Board, as a whole, from inspecting any record of the Association without any condition.