

**ADDENDUM TO POLICY STATEMENT
ASSOCIATION RECORDS REQUIRED TO BE MAINTAINED BY THE ASSOCIATION**

This addendum describes the nature and types of records to be maintained by the Association under its governing documents and under the Colorado Common Interest Ownership Act (CCIOA):

- Detailed records of receipts and expenditures concerning the association's operations and administrative functions.
- All records concerning construction defect claims and nonconfidential settlement amounts.
- The minutes of all owner and board meetings as well as a record of all actions taken by owners or board members without a meeting as well as a record of all actions taken by any committee appointed by the board.
- Written deliberations and votes cast by board members that are directly related to any board action taken without a meeting pursuant to law or pursuant to the bylaws. Written communications by board members and records of specific votes that were cast will be viewed as association records. But this will be true only to the extent that such communications are directly related to an action taken by the board without a meeting. Written communications between board members that do not pertain to specific board actions will not be viewed as association records that are open to inspection by unit owners. In all cases, email addresses and telephone numbers for unit owners will be excised unless appropriate written consents are on file.
- The names of unit owners and their mailing addresses (but not email addresses) along with the allocated voting strength for each.
- Current declaration, covenants, bylaws, articles of incorporation, or other corresponding organizational documents, rules and regulations, governance policy statements, and all other policies adopted by the board.
- Financial statements for the association for past 3 years and tax returns for the past 10 years (to the extent available).
- A list of the names, association-based e-mail addresses, and physical mailing addresses of the Association's current board members and officers.
- Most recent annual report delivered to the secretary of state.
- Financial records sufficiently detailed to comply with CCIOA requirements concerning unpaid assessments.
- The association's most recent reserve study, if any.
- Current written contracts to which the association is a party and contracts for work performed for the association within the immediately preceding two years.
- Records of board or committee actions to approve or deny requests from unit owners for design or architectural approval. However, the association may withhold architectural drawings, plans, and designs from disclosure unless the owner of such drawings, plans, and designs provides written consent for disclosure.
- Ballots, proxies, and other records related to voting by unit owners for one year after the election, action or vote to which they apply.
- Resolutions adopted by the board relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members.

- All written communications within the past three years to all unit owners generally as unit owners. In all cases, email addresses and telephone numbers for unit owners will be excised unless appropriate written consents are on file.
- The Association's operating budget for the current fiscal year.
- A list of all Association insurance policies, including, but not limited to, property, general liability, association director and officer professional liability, and fidelity policies. This list shall include the company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the listed policies. This list shall also include any errors and omissions policy for the Association's manager in which the Association is designated as an additional insured or as a beneficiary or protected entity.