

Looking Glass Owners Association, Inc.

Policy Regarding Inspection and Copying of Association Records

The following procedures have been adopted by the Looking Glass Owners Association, Inc. (the "Association"), pursuant to the provisions of C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors (the "Board").

Purpose: To establish uniform procedures for the inspection and copying of Association records by owners (each, an "Owner," and all of the Owners of a single lot are referred to herein as a "Member") of lots subject to the Master Declaration of Covenants, Conditions and Restrictions for Looking Glass Owners Association, Inc. (the "Declaration"); to establish the type of records kept by the Association or its agent; and to establish the cost of copying Association records.

WHEREAS, the Colorado Common Interest Ownership Act ("CCIOA"), in C.R.S. 38-33.3-317 gives all Members the right to examine and copy the financial and other records of the Association.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the inspection and copying of Association records:

1. The Association shall keep as permanent records the following documents:
 - (a) Detailed records of receipts and expenditures affecting the operation and administration of the Association;
 - (b) Records of claims for construction defects and amounts received pursuant to settlement of those claims;
 - (c) Minutes of all meetings of the Members and the Board, a record of all actions taken by the Members or Board without a meeting, and a record of all actions taken by any committee of the Board;
 - (d) Written communications among, and the votes cast by, Board members that are:
 - (i) Directly related to an action taken by the Board without a meeting pursuant to section 7-128-202, C.R.S.; or
 - (ii) Directly related to an action taken by the Board without a meeting pursuant to the Association's Bylaws; The names of Owners in a form that permits preparation of a list of the names of all Owners and the physical mailing addresses at which the Association communicates with them, showing the number of votes each Owner is entitled to vote; except that this paragraph (e) does not apply to a unit, or the Owner thereof, if the unit is a time-share unit, as defined in section 38-33-110 (7), C.R.S.;
 - (e) The current Declaration, Bylaws of the Association, Articles of Incorporation of the Association, all rules and regulations and responsible governance policies, and other policies adopted by the Board;

- (f) Financial statements as described in section 7-136-106, C.R.S., for the past three years and tax returns of the Association for the past seven years, to the extent available;
- (g) A list of the names, electronic mail addresses, and physical mailing addresses of the current Board members and officers;
- (h) A list of the current amounts of all unique and extraordinary fees, assessments, and expenses that are chargeable by the association in connection with the purchase or sale of a unit and are not paid for through assessments, including transfer fees, record change fees, and the charge for a status letter or statement of assessments due;
- (i) All documents included in the association's annual disclosures made pursuant to section 38-33.3-209.4 C.R.S.;
- (j) The most recent annual report delivered to the secretary of state, if any;
- (k) Financial records sufficiently detailed to enable the Association to comply with section 38-33.3-316(8), C.R.S., concerning statements of unpaid assessments;
- (l) The Association's most recent reserve study, if any;
- (m) Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;
- (n) Records of the Board or committee actions to approve or deny any requests for design or architectural approval from Owners;
- (o) Ballots, proxies, and other records related to voting by Owners for one year after the election, action, or vote to which they relate;
- (p) Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of Members or any class or category of Members; and
- (q) All written communications within the past three years to all Owners generally as Owners.

2. So the Association can have the desired books, records and personnel available, a written Notice of Intent to Inspect must be submitted to the Association or to its authorized managing agent (the "Managing Agent") or to the Board at least ten (10) business days prior to the planned inspection. Such notice must describe with reasonable particularity which records are to be inspected and the purpose of the inspection.

3. All records shall be inspected at the principal office of the Association located at 2619 Canton Court, Suite A, Fort Collins, CO 80525 between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

4. Notwithstanding the foregoing, a membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to an Owner's interest as an Owner without consent of the Board. Without limiting the generality of the preceding sentence, without the consent of the Board, a 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 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.

5. Records maintained by the Association may be withheld from inspection and copying to the extent that they are or concern:

- (a) Architectural drawings, plans, and designs, unless released upon the written consent of the legal owner of the drawings, plans, or designs;
- (b) Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or under negotiation;
- (c) Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine;
- (d) Disclosure of information in violation of law;
- (e) Records of an executive session of the Board;
- (f) Individual units other than those of the requesting Owner; or
- (g) The names and physical mailing addresses of Owners if the unit is a time-share unit, as defined in section 38-33-110 (7), C.R.S.

6. Records maintained by the Association are not subject to inspection and copying, and must be withheld, to the extent that they are or concern:

- (a) Personnel, salary, or medical records relating to specific individuals; or
- (b) Personal identification and account information of members, including bank account information, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers; except that, notwithstanding section 38-33.3-104 C.R.S., a member or resident may provide the Association with prior written consent to the disclosure of, and the Association may publish to other members and residents, the person's telephone number, electronic mail address, or both. The written consent must be kept as a record of the Association and remains valid until the person withdraws it by providing the Association with a written notice of withdrawal of the consent. If a person withdraws his or her consent, the Association is under no obligation to change, retrieve, or destroy any document or record published prior to the notice of withdrawal.

7. The Association may impose a reasonable charge, which may be collected in advance and may cover the costs of labor and material, for copies of Association records. The charge may not exceed the estimated cost of production and reproduction of the records.

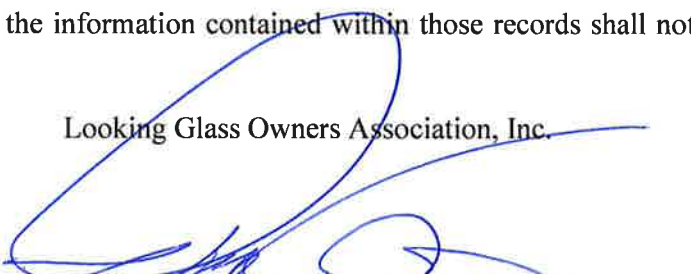
8. A right to copy records under this policy includes the right to receive copies by photocopying or other means, including the receipt of copies through an electronic transmission if available, upon request by an Owner. The information described in this Policy shall be

provided to the Owners by the Association either by (a) posting such information on an internet website with notice of the URL for such website delivered to the Owners by electronic mail or first-class mail; (b) placing such information on a literature table or in a binder in the Association's main office; (c) mail or personal delivery; or (d) such other method as may be permitted under CCIOA.

9. The Association is not obligated to compile or synthesize information.

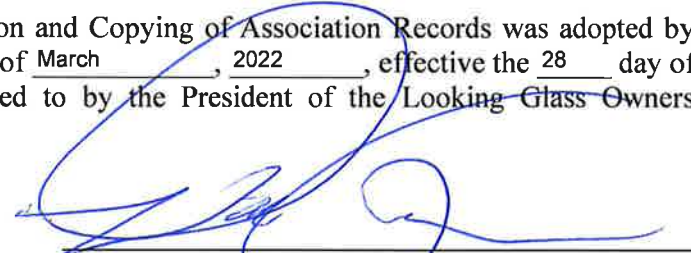
10. Association records and the information contained within those records shall not be used for commercial purposes.

Looking Glass Owners Association, Inc.



Don Guerra, President

This Policy Regarding Inspection and Copying of Association Records was adopted by the Board of Directors on the 28 day of March, 2022, effective the 28 day of March, 2022, and it is attested to by the President of the Looking Glass Owners Association, Inc.



Don Guerra, President