

**RESOLUTION
OF THE
MURPHY CREEK MASTER ASSOCIATION, INC.
REGARDING AVAILABILITY OF ASSOCIATION RECORDS
TO BOARD OF DIRECTORS**

SUBJECT: Adoption of a policy for the purpose of ensuring all information related to the responsibilities and operation of the Association is made available to all members of the Board of Directors.

PURPOSES: To provide for the prompt and efficient availability of all information related to the responsibilities and operation of the Association to all Board Members.

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

**EFFECTIVE
DATE:** March 1, 2010

RESOLUTION: The Association hereby adopts the following Policy.

A. Definitions.

- (i) "Association Information" shall mean all information related to the responsibilities of the Board of Directors and the operation of the Association, including any reports, contracts to which the Association is a party and copies of communications, reports and opinions obtained for the purpose of the operation of the Association.
- (ii) "Delegated Agent" shall mean any managing agent, attorney, consultant or accountant retained by the Association to provide or obtain any Association Information.
- (iii) "Primary Contact" shall mean the Managing Agent which may be appointed by the Board of Directors to act as the primary contact between the Association and any Delegated Agent for the purpose of obtaining any Association Information.
- (iv) "Request for Information" shall mean the form attached to this policy to be used by a Requesting Member to obtain information directly from a Delegated Agent.
- (v) "Requesting Member" means any member of the Board of Directors requesting information be made available that was

obtained by either the Primary Contact or any other member of the Board of Directors.

B. Availability of Information.

- (i) Obtaining Information. The Board of Directors has appointed the Managing Agent as Primary Contact for the purpose of obtaining information requested by the Board of Directors from the Delegated Agents. The Primary Contact shall promptly disclose, but in no event later than the next meeting of the Board of Directors, all Association Information to all Board Members.
- (ii) Information obtained by non-Primary Contact. In the event another member of the Board of Directors obtains any Association Information, the Board Member obtaining the Association Information promptly disclose to the entire Board, but in no event later than at the next meeting of the Board of Directors, the Association Information.
- (iii) Failure to make Association Information Available. In the event the Primary Contact, or any other member of the Board of Directors which may have obtained Association Information, fails to disclose the Association Information as required above, the Requesting Member may obtain the Association Information by providing the Primary Contact or the Board Member retaining such Association Information with a written demand requesting the Association Information be made available. The Association Information shall be disclosed within five (5) days of receipt of the written request.
- (iv). Delegated Agent: In the event the Primary Contact or other person having the Association Information withholds the Association Information after demand, the Requesting Member may obtain such information directly from the Delegated Agent by sending a Request for Information to the Delegated Agent. The Delegated Agent is authorized to release all requested Association Information to the Requesting Member upon receipt of a completed Request for Information and a copy of this executed policy and a copy of the written demand sent to the Board Member withholding the requested Association Information.

- C. Fees/Costs. Any attorney fees or other costs and expense incurred by the Association in obtaining the Association Information directly from the Delegated Agent shall not be charged to the Requesting Member. The Board may however recover such costs and expenses from the person withholding the Association Information as permitted by Colorado law.

- D. Original. No Board Member shall remove any original book or record of the Association from the place of inspection nor shall any Board Member alter, destroy or mark in any manner, any original book or record of the Association.

- E. Creation of Records. Nothing contained in this Policy shall be construed to require the appointed Board Member to create records that do not exist or compile records in a particular format or order.

**PRESIDENT'S/DIRECTOR'S
and SECRETARY'S
CERTIFICATION:**

The undersigned, being the President and a Director of the Association, and the Secretary certify that the foregoing Resolution was adopted by the Board of the Murphy Creek Master Association, Inc., at a duly called and held meeting of the Board of Directors on _____ and in witness thereof, the undersigned has subscribed his/her name.

MURPHY CREEK MASTER ASSOCIATION, INC.,
a Colorado Nonprofit corporation

By: _____

President/Director

By: _____

Secretary

**REQUEST FOR INFORMATION
OF THE MURPHY CREEK MASTER ASSOCIATION, INC.**

I have requested to inspect and/or obtain copies of the following information from _____ regarding the
_____ operation of the MURPHY CREEK MASTER ASSOCIATION, INC.
(be as specific as possible):

I understand that under the terms of the Colorado Common Interest Ownership Act, all information relating to the operation of the Association shall be made available to the Board Members and that I will not disseminate any confidential information to anyone other than other Board Members qualified to receive the same.

I also understand that the Primary Contact may make the requested information available to all other Board Members. To ensure the information requested is made available, I hereby certify that the following is a current roster of the Board of Directors and that such information will be disclosed to all members of the Board identified below:

Name: _____

Address: _____

Email address: _____

Telephone Number: _____

Name: _____

Address: _____

Email address: _____

Telephone Number: _____

Name: _____

Address: _____

Email address: _____

Telephone Number: _____

Name: _____

Address: _____

Email address: _____
Telephone Number: _____

Name: _____
Address: _____

Email address: _____
Telephone Number: _____

Understood and agreed to by:

Director – printed name

Date:
Signed