

BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.
POLICY RESOLUTION: ACCESS TO ASSOCIATION RECORDS

WHEREAS the BellaVita at Green Tee Homeowners Association, Inc. keeps correct and complete books and records of account and Minutes of the proceedings of its members and Board of Directors;

AND WHEREAS the Declaration of Covenants, Conditions, and Restrictions of the Association provide that the members shall have the right, during reasonable business hours, to inspect the books and records of the Association;

And WHEREAS the Board of Directors of BellaVita at Green Tee Homeowners' Association, Inc, desires to provide members with convenient access to the books and records, the following information will be available for members to inspect in the clubhouse and on the BellaVita at Green Tee Homeowners Association web page at www.club_bellavita.org:

- Current year financial reports
- Current year minutes of board meetings
- Current year minutes of committee meetings
- Club BellaVita Rules and Regulations
- Architectural Guidelines for BellaVita at Green Tee Homeowners' Association
- Declarations of Covenants, Conditions, and Restrictions for BellaVita at Green Tee Homeowners' Association
- Bylaws of BellaVita at Green Tee Homeowners' Association

AND WHEREAS it is desirable to impose certain reasonable restrictions to maintain control;

NOW THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection of the records of the Association, other than those listed above:

1. A notice of intent to inspect must be submitted in writing to the Board of Directors, the Clubhouse Manager or its duly authorized managing agent at least five business days prior to the planned inspection.
2. The notice must specify with particularity which records are to be inspected.
3. The notice must specify the purpose of the inspection.
4. All records shall be inspected at the clubhouse office of BellaVita or at the office of the managing agent between the hours of 10:00 a.m. and 5:00 p.m. Monday through Friday.
5. Records may only be inspected in the presence of the Clubhouse Manager, Board member or employee of the managing agent.
6. The Clubhouse Manager, Board Members and Managing Agent shall provide access to the records but shall not be required to perform calculations or provide additional research or opinions with respect to the validity of the records. Questions regarding the validity of records shall be directed to the Association's independent auditor or legal counsel and the

member making such request shall make direct payment to the auditor at the auditor's prevailing hourly rate.

- 7. The person(s) requesting access shall not disrupt the ordinary business activities of the office or its employees during the course of inspection.
- 8. No records may be removed from the office without the express written consent of the Board of Directors.
- 9. When applicable, all costs of inspection shall be borne by the person(s) requesting access. In the event the person reviewing the records is desirous of making photocopies, all costs of copying will be incurred by the person requesting same.
- 10. Limitations of Access:
Consistent with an individual's right to privacy and applicable law, the following records will not be made available without the express written consent of the Board of Directors.
 - a. Minutes of Administrative Hearings pertaining to the imposition of punitive measures;
 - b. Where disclosure would violate a constitutional or statutory provision or applicable public policy;
 - c. Where disclosure could result in a discernable harm to the Association or any of its members;
 - d. Personnel records;
 - e. Inter-office memoranda;
 - f. Litigation files;
 - g. Preliminary data, information or investigations which have not been formally approved by the Board of Directors, such as contractor bid prospects;
 - h. Where disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
 - i. Where disclosure would unreasonably interfere with or disrupt the operation of the Association; and,
 - j. Where access results in a private harm or damage that outweighs the right to access.
- 11. The Association is under no obligation for any additional information other than that which is required by law. If the Board of Directors determines that stated purpose for inspection is improper, the inspection request will be denied.
- 12. The foregoing policies and procedures are adopted pursuant to the Texas Non-Profit Corporation Act and Art. 1396-2.23, 2.23A and the Texas Property Code, Sec. 82.114.

ATTEST:

Date

President