**ARTICLE VII**

A. The association will retain the following for five (5) years unless noted otherwise.

1. Detailed records of receipts and expenditures affecting the operation and administration of the association;
2. Minutes of all meetings of the annual meeting and the board of director’s meetings (other than executive sessions), a record of all actions taken by the board without a meeting, and a record of all actions taken by a committee in place of the board of directors on behalf of the association;
3. The names of homeowners in a form that permits preparation of a list of the names of all home owners and the addresses at which the association communicates with them, in alphabetical order showing the number of votes each owner is entitled to cast;
4. The HOA’s original or restated organizational documents, bylaws, and all amendments to them, and all rules currently in effect;
5. All financial statements and tax returns for the past three (3) years;
6. A list of the names and addresses of its current board of director’s members and officers;
7. The most recent annual report delivered to the secretary of state;
8. Financial and other records sufficiently detailed to enable the association to comply with other requirements of law;
9. Copies of current contracts to which it is a party;
10. Records of board of directors or committee actions to approve or deny any requests for design or architectural approval from home owners; and
11. Ballots, proxies, and other records related to voting by home owners for one year after the election, action, or vote to which they relate.

B. All records retained by the association must be available for examination and copying by a home owner or the home owner’s authorized agent:

1. During reasonable business hours or at a mutually convenient time and location; and
2. Upon ten (10) days’ written notice reasonably identifying the specific records of the association requested.

C. Records retained by an association may be withheld from inspection and copying to the extent that they concern:

1. Personnel, salary, and medical records relating to specific individuals;
2. Contracts, leases, and other commercial transactions to purchase or provide goods or services currently being negotiated.
3. Existing or potential litigation or mediation, arbitration, or administrative proceedings;
4. proceedings before a governmental tribunal for enforcement of the declaration, Existing or potential matters involving federal, state, or local administrative or other formal bylaws, or rules;
5. Communications with the association’s attorney which are otherwise protected by the

attorney-client privilege or the attorney work-product doctrine;

1. Information the disclosure of which would violate law other than this act;
2. Records of an executive session of the board of directors; or
3. Individual unit files other than those of the requesting owner.

D. An association may charge a reasonable fee for providing copies of any records under this section and for supervising the home owners’ inspection.

E. A right to copy records under this section included the right to receive copies by photocopying or other means, including copies through an electronic transmission if available upon request by the home owner. Copied records may be used for any reasonable purposes other than for commercial purposes.

F. An association is not obligated to compile or synthesize information.