

FREEDOM OF INFORMATION

The Board recognizes its responsibility to maintain the records of this Association and to make such records available to Association members for inspection and reproduction in accordance with Board policy and procedures. Furthermore, the Board acknowledges that "all members are entitled to full and complete information regarding the affairs and the official acts of those who represent them as Board members," as those rights are specified and set forth in the North Carolina Non-Profit Corporation Act. Accordingly the Board directs the Property Manager to implement the rules of procedures to be hereinafter set forth in accordance with this stated policy.

In order to protect its records and to prevent excessive and unreasonable interference with the discharge of its functions, the Board hereby establishes the following rules relative to the inspection and review of public records.

- I. The records of this Association include any record that has been required by law or by Association By-Laws to be made, maintained, or kept on file by this Board. Books and records kept by or on behalf of the Association may be withheld from inspection and copying to the extent that they concern:
 1. Communications with legal counsel or attorney work product;
 2. Transactions currently in negotiation and agreements containing confidentiality requirements;
 3. Pending litigation;
 4. Pending matters involving legal proceedings for enforcement of the Association documents or rules and regulations;
 5. Disclosure of information in violation of law;
 6. Individual owner's records; or,
 7. Meeting minutes or other records of an executive session of the Board of Directors.

Any Association member may inspect any of the following records of this Association during the regular business hours at the office in which such records are maintained, provided that the person requesting access to these records must have a pre-arranged appointment for inspection and review. As per General Statute 55A-16-01, the following records are available for inspection:

1. Articles of Incorporation and Declaration of Protective Covenants and all Amendments.
2. By-Laws and amendments
3. Resolutions pertaining to directors and classes of members
4. Minutes of membership meetings

**POLICY
HF BOARD OF DIRECTORS**

**OPERATIONS
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5. Written communication to all members generally and financial statements
6. Names and addresses of Directors

If, after reviewing records, the member requests copies, such copies will be available as soon as practicable, or within ten (10) business days, at actual reproduction cost. The Property Manager is authorized to grant or refuse access to the records of this Association in accordance with the intent of this policy and as outlined by law. Written request forms are available at the Property Management office. A copy of this form is attached to this policy. Completed forms will be kept on file in the Property Management office.

If a member requests records under General Statute 55A-16-02, the member must include the purpose of his request as well as the specific records he/she is seeking. The Board of Directors will consider this request under the guidelines of General Statute 55A-16-01 and 55A-16-02. Within ten (10) days of the request, the Board of Directors shall either approve or disapprove the request and, if disapproved, provide the member with a written response of the reason for such disapproval. Membership lists are provided subject to General Statute 55A-16-05.

No record may be removed from the office in which it is maintained except by a Board officer or Property Manager in the course of the performance of their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this Association.

Reproduction of all or any part of the Holly Forest Policy & Procedures Manual for outside entities, or other property Associations within Sapphire Valley, shall be approved by a Board Member and such granted approval brought to the attention of the Board at the next meeting. Such request(s) must be made in writing and are subject to the same cost and requirements as set forth herein.

Adopted April 21, 1998
Revised January 19, 1999
Revised November 16, 1999
Revised March 21, 2000

**HOLLY FOREST ASSOCIATION
REQUEST FOR INFORMATION**

Request No. _____

Oral **Written**

Name of Requesting Party: _____

Local Address: _____

Zip: _____ **Phone #:** _____ **Section:** _____ **Lot No.:** _____

Other Address: _____

Zip: _____ **Phone #:** _____

Description of Records Requested: _____

The undersigned agrees and understands that the Holly Forest Association has five (5) business days within which to respond to this request and further understands that reasonable charges may be made in accordance with North Carolina Open Records Law and the Policies and Procedures of Holly Forest Association.

Signature of Requesting Party: _____

Date of Request: _____

Date Received: _____ **Received by:** _____

Date Delivered: _____ **Via:** _____

INSURANCE

The Board shall purchase with Association funds the type and amount of insurance necessary to protect the Association from major financial losses per Article VIII, HF By-Laws.

Insurance purchased shall include, but need not be limited to, the following:

1. comprehensive bodily injury, property damage on automobiles and trucks
2. broad term money and securities
3. legal liability for Board members and employees

BONDING

The Board recognizes that prudent trusteeship of the resources of this Association dictate that the Board and the Property Manager who are responsible for the safekeeping of Association moneys and property be bonded.

The Association shall be indemnified against loss of money and property by bonding of Board members and the Property Manager in the amounts determined by the Board.

The Board shall bear the cost of bonding the Property Manager and members of the Board required to be bonded by this policy.