



SECTION 1 RECORDS REQUESTS

1.1 ACCESS TO RECORDS

Any member of the Association, or by any person designated by the member in writing as the member's representative, may examine the records of the Association under the following conditions as stated in ARS 33-1805:

- a. The books, records and papers of the Association shall at all times, at the Association's business office during regular business hours, be subject to inspection by any member within ten (10) business days of a request for examination. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost, not to exceed fifteen cents per page. The Association shall have ten (10) business days to provide copies of the requested records.
- b. A request to examine the records shall be submitted in writing and shall identify the documents to be examined.
- c. The Association reserves the right to withhold certain books and records kept by or on behalf of the Association and the Board to the extent that the portion withheld related to any of the following:
 1. Privileged communication between an attorney for the Association and the Association.
 2. Pending litigation.
 3. Meeting minutes or other records of a session of a board meeting that is not required to be open to all members pursuant to section ARS 33-1804.
 4. Personal, health or financial records of an individual member of the Association, an individual employee of the Association or an individual employee of a contractor for the Association, including records of the Association directly related to the personal, health or financial information about an individual member of the Association, an individual employee of the Association or an individual employee of a contractor for the Association.



5. Records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the Association or an individual employee of a contractor of the Association who works under the direction of the Association.

d. The Association shall not be required to disclose financial and other records of the Association if disclosure would violate any state or federal law.

Name: _____

Address: _____

Email: _____ Mobile: _____

Date to review records: _____

Copy request @ .15 cents per page: _____

Records Requested:

Signature

Date