



Request to Review Records (Policy No. 11)

WHEREAS the Snoqualmie Ridge Residential Owners Association (Association) is a duly incorporated non-profit entity licensed to conduct business in the State of Washington;

WHEREAS the Association maintains various documents such as financial statements, correspondence, contracts, etc.;

WHEREAS Section 6.4(a) of the Association By-Laws provides for member review of ... "the membership register, books of account, and the minutes of meetings of the Members, the Board and Committees";

The Association Board of Directors hereby adopts the following procedure regarding examination of records by Association Members:

Member must submit a written request to the Association office specifying what documents are being sought;

Member must contact the ROA office to arrange a mutually acceptable time to review the records;

Member must conduct the review of records in the Association office, and in the presence of a Board member or Association Director;

Member must reimburse the Association for any costs incurred to make photocopies. An estimate will be given at the time of request.

Policy 11
Adopted by Board of Directors
Date: January 24, 2002