

Policy Title: Books & Records Requests
Policy Number: No. 3
Revision: 0
Date Approved: 4/14/2023
Date of Next Review: 04/14/2028

Background:

The Carolina Gardens by Del Webb Board of Directors, "BoD" or the "board", believes there is a need for a policy that establishes a reasonable description of the "books, records and papers" of the Association in accordance with the provisions of Chapter 47F and Chapter 55A of the North Carolina General Statutes

Definitions:

1. None

Policy:

The Board of Directors has determined that the following procedures shall govern the review and copying of the "books, records and papers" of the Association;

1. That "books, records and papers" shall mean and be comprised of the following documents:
 - a) Articles of Incorporation and all amendments thereto;
 - b) Bylaws and all amendments thereto;
 - c) All Rules and Regulations and Policy Resolutions currently in effect;
 - d) Minutes of all membership meetings;
 - e) All official written communications sent to members by the Association within the last three (3) years;
 - f) All financial statements required to be sent, compiled and available for review pursuant to Chapter 47F of the N.C. General Statutes, including budgets, Cash Receipts and Expenditures Statement, Assets and Liabilities Statement, Annual Income and Expense Statement, and a Balance Sheet;.
 - g) A list of the names and business address of its current directors and officers;
2. That copies of all "books, records, and papers" shall be provided to any member or their designated representative free of charge by electronic or written transmittal within five (5) business days of such request;
3. That other documents of the Association may be provided to any member or their designated representative only upon a showing of the following: 1) that the request is made upon "good faith" and for a "proper purpose"; 2) the member describes with reasonable particularity the purpose and the records the member desires to inspect; and 3) the records requested are directly connected with this purpose. That the Board of Directors shall have the sole discretion to determine whether the request for "other documents" complies with the criteria above. That these "other documents" include, but are not limited to:
 - a) To the extent not provided pursuant to Paragraph 1 above, minutes of all meetings of the Board of Directors, records of all actions of the Board of Directors taken without a meeting, and minutes or records of the actions of all Committees appointed by the Board of Directors;
 - b) A list of the members of the Association, provided that the procurement of the list must be only related to the member's interest as a member of the Association and that the list may not be used to solicit money or property, unless such money or property will be used solely to solicit the votes of the members in an election to be

held by the corporation; used for any commercial purpose; nor may it be sold to or purchased by any person;

4. That the Association may impose a reasonable charge, covering the costs of labor and material, for producing for inspection or copying these "other documents";
5. That the Association must set a reasonable time and place for the review of documents within five (5) business days of a request made in compliance with this policy;
6. That the Board of Directors may refuse to produce certain records and documents upon a determination by the Board that such records should remain confidential, including but not limited to records regarding a matter that is in litigation or may be subject to litigation, delinquency records for members, records of violations, contracts that are under negotiation or may be subject to negotiation, personnel records, and any other documents which should remain confidential for legal or privacy concerns. The Board, in its sole discretion, may produce such documents with redactions if it determines that such production is in the best interest of the Association or to protect confidential information.

Procedure:

1. None

The foregoing Policy was approved by the Board of Directors of the Association on 4/14/2023 (DATE).

**CAROLINA GARDENS
HOMEOWNERS ASSOCIATION, INC**

By: 
Title: HOA Board President

ATTEST:


Secretary

Date: 4/14/2023

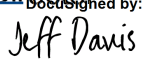
[If action taken without meeting]. The foregoing Resolution was approved without meeting by the Board of Directors of the Association by unanimous written agreement. All Directors of the Association hereby certify that the foregoing is an accurate representation of the action of the Board of Directors.

4/14/2023

DATE


Director


Director


Director