

**WESTVIEW ESTATES HOMEOWNERS' ASSOCIATION
EXECUTIVE BOARD RESOLUTION No. B-4**

(Records Examination)

WHEREAS, the Executive Board of the Westview Estates Homeowners' Association ("Association") recognizes that members of the Association have a legitimate interest in assuring that functions of the Association are carried out in an efficient and effective manner, and that its officers adhere to commonly recognized fiduciary standards; and,

WHEREAS, the Executive Board recognizes that access by Association members to the records and files of the Association is an important tool in membership oversight; and,

WHEREAS the Executive Board takes note that promoting access may involve some expense in copying files and records, and that it is not unfair to require reimbursement of copying costs from individuals requesting a significant number of copies of various files and records; now, therefore,

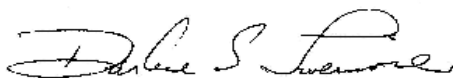
BE IT RESOLVED BY THE EXECUTIVE BOARD:

Except as provided below, a voting member of the Association has the right to examine all files and records of the Association upon written application submitted to the President of the Association. The application shall identify, with reasonable specificity, the files or documents sought. The President promptly shall review the application and permit access, where the files and records are customarily kept, at a reasonable time agreed upon with the applicant. If the applicant demands a copy of one or more files or documents, the President promptly shall cause copies to be prepared and delivered to the applicant, upon payment of the reasonable actual costs of preparing the copies and of postage. Payments received as reimbursement for copying costs shall be deposited in the Association treasury for general administrative purposes.

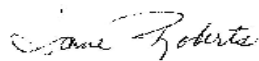
In reviewing an application above, the President may exclude from disclosure or copying any file or document, or portion thereof, that pertains to the financial affairs of identifiable individuals, as well as any file or document involving communication between the Association and its attorneys.

An applicant aggrieved by a decision of the President in reviewing his or her application may appeal in writing to the Executive Board. The Executive Board shall hear and resolve the appeal at its next regular meeting, or at a special meeting called for that purpose by the President. The decision of the Executive Board shall be final.

Approved by the Executive Board on June 5, 2012. Reaffirmed December 2, 2014



Darlene S. Livermore, President



Jane Roberts, Secretary