



**POLICY ON EXAMINATION AND COPYING OF
COLUMBIA ASSOCIATION, INC. RECORDS**

1. Books and Records - Examination; Copying

- a. Columbia Association, Inc. ("CA") books and records are available for examination and/or copying in accordance with the Maryland Homeowners Association Act, as amended from time to time.
- b. Books and Records include only existing documents prepared or received by CA in the ordinary course of its business. CA is not required to create a new record or to gather information that is not already compiled in an existing document in order to comply with a request for examination or copying of its books and records.
- c. Books and Records may be withheld from inspection (except inspection by the person who is the subject of the record, or his/her guardian or designee) to the extent that they concern:
 - i. personnel records, not including documents setting forth information on individual salaries, wages, bonuses and other compensation paid to CA team members;
 - ii. an individual's medical records;
 - iii. an individual's personal financial records, including assets, income, liabilities, net worth, bank balances, financial history or activities, and creditworthiness;
 - iv. records relating to business transactions that are currently in negotiation;
 - v. written advice of legal counsel; or
 - vi. minutes of a closed meeting of CA's Board of Directors or the Board's committees.

2. Persons Entitled to Examine or Copy

Every lot owner, lot owner's mortgagee, or their duly authorized agent or attorney (collectively, "owner") shall have the right to examine or copy CA's books and records in accordance with this policy.

3. Written Request Required

An owner who wishes to examine or copy CA's books and records must submit a request in writing by mail, e-mail or delivery to the President of CA. The request must specify the particular record desired, including pertinent dates or time periods, and be sufficiently detailed to allow CA to retrieve the record requested. The request also should specify whether the owner is seeking examination of books and records or is requesting copies or both.

4. Response by CA

- a. The President of CA, in consultation with CA's General Counsel, will determine whether the records requested are subject to disclosure.
- b. If the owner requests delivery of a copy of a CA financial statement or minutes of a CA board of directors meeting, CA will provide the document by mail, e-mail or delivery (i) within 21 days of receipt of the request if the document was prepared within 3 years prior to the receipt of the request, or (ii) within 45 days of receipt of the request if the document was prepared more than 3 years earlier.
- c. CA normally shall respond to a request regarding documents other than those identified in section 4(b) within 30 days after the President receives the written request. This time frame may be extended if the records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable.
- d. In the event a request is denied, a written response will be provided outlining the reason for denial.
- e. If some portions of the record requested are not subject to disclosure, CA will make an estimate of the time needed and expense to redact the information that is not subject to disclosure and will advise the owner of the time and costs involved prior to proceeding to fill the request.

5. Examination Rules

All examinations of records shall take place at CA's offices or such other location as CA designates. No owner shall remove any original records or alter them in any way. An examination of records shall be by appointment only, during CA's normal business hours.

6. Charges for Review or Copying

- a. With the exceptions noted below, an owner requesting review or copying of books and records shall be required to pay a charge for each page reviewed or copied in accordance with the limits authorized under Title 7, Subtitle 2 of the Courts Article of the Maryland Annotated Code. As of October 1, 2009, that charge is \$.50 per page. The charge shall be paid by the owner at the time of review of the records or delivery of the copies, unless CA's President requires advance payment in his or her discretion, taking into account such factors as the amount of the copying charge, the owner's payment record and other relevant factors.
- b. The charge for review and/or copying of forms filed by CA with the Internal Revenue Service shall be at the rate allowed by the IRS. As of October 1, 2009, that rate is \$.20 per page.
- c. In accordance with the Schedule of Fees attached to this Policy, certain documents such as the CA Charter and By-Laws and CA Deed and Declaration of Covenants are available at a fixed fee (which is less than the charge would be on a per page basis) at CA Headquarters and the

Village Associations. CD recordings of CA open Board meetings are available at a fixed fee at the CA Archives. Copies of CA's budget are available free of charge to owners at CA Headquarters and the Village Associations.

7. Enforcement of this Policy

CA will not honor any requests for examination or copying of books and records that do not comply with this Policy. Any CA representative receiving an oral request for examination or copying shall refer the person making the request to this Policy, and CA will have no further obligation to respond until it receives a written request.

If you have a question, please call the
Office of the President at 410-715-3110.