

**\*\*\*Please be sure to review your association's record request policy prior to using this form to ensure it complies with policy requirements.\*\*\***

Name of Association

C/O Name of Management Company (if professionally managed)

Street Address of Association or Management Company

City, CO Zip

To Whom it May Concern,

My name is (Owner of Record), I own the unit located at (address of unit in association) ("Subject Property"). Pursuant to C.R.S. 38-33.3-317 of the Colorado Common Interest Ownership Act, I am requesting certain records which (Name of Association) ("Association") is responsible for maintaining for the purposes of document retention and production to owners.

In accordance with the Association policy on association records - retention and owner inspection, I am requesting current and accurate copies of the following records:

- 1) The Association's organizational documents;
- 2) The Association's Declaration as amended;
- 3) The Association's covenants;
- 4) The Association's Bylaws;
- 5) All policies, procedures, rules and regulations of the Association currently in effect;
- 6) The Association's resolutions adopted by the Board that affect Association owners;
- 7) The minutes of all Association owners' meetings;
- 8) All written communications within the past three years which were sent to every Association owner;
- 9) A list of the names, electronic mail addresses, and physical mailing addresses of the Association's current executive board members and officers;

- 10) The Association's most recent annual report, if any;
- 11) All financial audits or reviews conducted pursuant to Section 38-33.3-303(4)(b) during the immediately preceding three years;
- 12) The date on which the Association's fiscal year commences;
- 13) The Association's operating budget for the current fiscal year;
- 14) A list, by unit type, of the Association's current assessments, including both regular and special assessments;
- 15) The Association's annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the current year;
- 16) A list of all Association insurance policies, including, but not limited to, property, general liability, Association Director and Officer, professional liability and fidelity policies, (including the company names, policy limits, policy deductibles, additional named insured and expiration dates of the policies listed);
- 17) The minutes of all executive Board meetings for the current fiscal year and the fiscal year immediately preceding the current fiscal year;
- 18) The Association 's current and accurate responsible governance policies adopted under Section 38-33.3-209.5;
- 19) A record of Association owners that allows preparation of a list of the names and mailing addresses of all Association owners that shows the number of votes each Association owner is entitled to vote.

While the Association may not condition the production of records upon the statement of a proper purpose (see C.R.S. 38-33.3-317(2)(a)), I attest that:

- This request is being made in good faith and in connection with my current ownership of the Subject Property;
- This request describes with reasonable detail the records sought;
- The records sought are relevant to the purpose of the request.

In an effort to adhere to established state health orders regarding Covid-19, I request that copies of the records requested be provided via email to the following address **(email address)**. Please provide copies of these records no later than **(ten business days from the request)**.

I understand that the Association may impose a reasonable charge, which may be collected in advance and may cover the costs of labor and material, for copies of association records and that this charge may not exceed the estimated cost of

production and reproduction of the records. If there will be a charge for these records, please inform me of this amount as soon as possible.

If there is any additional information you need to accommodate this request, please contact me immediately.

Thank you,

(Owner of record)

(Complete contact information for Owner of Record)