



Policy FIN-06

EXPENSES IN CONNECTION WITH AVAILABILITY OF ISHOA BOOKS AND RECORDS

1.0 REFERENCE(S)

- ISHOA Bylaws, Article X
- CC&R, Article V, Section 5.05
- Revised Code of Washington, RCW 64.038.045

2.0 PURPOSE

To establish allowance for cost recovery when copies of documents are requested by home owners. The above references provide for access to certain records of ISHOA by Members and Mortgagees, and provide that ISHOA may charge reasonable fees for such access and for photocopying such materials.

3.0 POLICY

- 31** All homeowners may request one copy of the CC&Rs, the Articles of Incorporation, and the Bylaws at no charge.
- 32** Except as noted in paragraph 3.1 above, all homeowners shall be charged a per-page rate equal to that paid by ISHOA to the Association Manager for photocopies. Homeowners may receive one copy of a document from the Association Manager and obtain additional copies elsewhere if desired.
- 33** When available, electronic copies of documents will be sent to homeowners at no charge.
- 34** No original documents may leave the Association Manager's office or other such location where permanent records are kept.
- 35** In addition to the per-page photocopy rate of paragraph 3.2 above, all large photocopy requests, and requests that involve retrieval of information from archived files, require a minimum three-business-day advance notice and will incur a service charge of \$35.00 per hour.
- 36** Access to ISHOA records is for the governance and operation of the Association. Records may not be accessed for non-association business or used in a way that would negatively affect homeowners' privacy.



4.0 RESPONSIBILITY FOR POLICY

The Board or its delegate is responsible for enforcing, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS

05/04/2004, Original Policy 2004-03, per Board Motion 2004-032.

03/19/2015, Reformatted and renumbered policy to FIN-06 (per new policy ADM-01, Policy Numbering and Format), Board Motion 2015-011.

08/19/19, Amended Policy by Board Motion 2019-039, Revised photo copy charge, Effective September 16, 2019.