

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 95-01

DISCLOSURE OF INFORMATION IN THE BOOKS AND RECORDS OF THE ASSOCIATION

WHEREAS, the Bylaws of Georgetown Village Condominium, Article 3, Section 2 assigns to the Board of Directors all of the powers and duties necessary for the administration of the Unit Owners Association and may do all such acts and things except as by law or by the Declaration or Bylaws may not be delegated to the Board of Directors by the Unit Owners; and

WHEREAS, The Maryland Condominium Act, Title 11, Section 11-116, Books and records to be kept; inspection of records. provides:

- (a) The Council of Unit Owners shall keep books and records in accordance with good accounting practices on a consistent basis.
- (b) Every record, including insurance policies, kept by the Council of Unit Owners shall be maintained in Maryland or within 50 miles of its borders and shall be available at some place designated by the Council of Unit Owners within the county where the condominium is located for examination and copying by any unit owner, his mortgagee, and their respective duly authorized agents or attorneys, during normal business hours, and after reasonable notice, and

WHEREAS, the Bylaws of Georgetown Village Condominium, Article VI, Section 3, Examination of Books provides that "each Unit Owner and each mortgagee of a Unit shall be permitted to examine the books of account of the Association at reasonable times on business days" and Article IX, Records and Audits provides, The Board of Directors or the managing agent shall keep books and records in accordance with good accounting practices on a consistent basis . . . Every record, including the audit, of the Council of Unit Owners shall be available in accordance with the Act and these Bylaws for examination and copying by any Unit owner, his mortgagee, and their respective duly authorized agents or attorneys, during normal business hours and after reasonable notice, and

WHEREAS, the Board of Directors is required to establish procedures for the orderly processing of requests for information contained in the books and the records maintained by or under the control of the association;

NOW THEREFORE BE IT RESOLVED, that the following Guidelines and Procedures shall be adopted for use by Georgetown Village Condominium:

A. **General Matters**

Requests by unit owners to inspect documents, correspondence, books and records, including financial records (hereafter collectively referred to as "documents") of the Association shall apply only to those documents maintained by the Association and/or its agents, in the ordinary course of business of the Association.

1. Only documents which are under the direct custody and/or control of the Association at the time the request for inspection shall be made available.
2. Information and/or documents not maintained in the ordinary course of business, or in specific formats requested by unit owners, will only be provided to the extent deemed reasonable and/or economically feasible by the Managing Agent, unless otherwise directed by the Board of Directors.
3. Requests for inspection of documents pertaining to legal matters shall be directed to the President of the Association, and/or the Community Association Manager employed by the Association's Managing Agent. In the interest of preserving any attorney-client, privileges of the Association, copies of correspondence, memorandum, and/or any documents related to ongoing litigation, including copies of pleadings, may be made available for inspection by unit owners only after receiving clearance to do so by the Association's attorney.

B. **Requesting Documents**

Authorized persons seeking inspection of documents must complete the form attached hereto as "Exhibit A", and specify or describe in as much detail as possible the nature of the document(s) to be inspected. Such request form shall be directed to the Community Association Manager designated by the Managing Agent, unless otherwise provided for by the Board of Directors. The Community Association Manager will attempt to ascertain and identify the item(s) requested for inspection, and arrange a mutually agreeable date and time at which the item(s) will be produced. Requested documents shall be made available for inspection during normal business hours, at the Association's Site Office, or the offices of the Managing Agent, at the option of the person requesting such inspection.

1. Authorized persons seeking copies of documents shall be charged \$.10 per page for each copy desired, plus any additional disbursements incurred by the Association in complying with said Request, including, as applicable, overtime costs of Association and/or Managing Agent personnel.
2. Current Board members and association officers will be provided copies free of charge to the extent the association, itself, does not incur any copying or other charges. Current committee chairpersons also will be provided copies of documents found by the Board of Directors to be relevant to their committee work free of charge. Charges and/or disbursements incurred by the Association, however, will be passed to the requesting party, regardless of status, unless previously waived by the Board of Directors.

**Adopted by Board of Directors
February 28, 1995**

EXHIBIT A

GEORGETOWN VILLAGE CONDOMINIUM DOCUMENT REQUEST

Name: _____ Telephone No. _____

Address: _____

If you are acting as an agent for a unit owner, please attach your written authorization to do so, with the name and address of the unit owner.

DOCUMENT(S) REQUESTED: _____

PURPOSE FOR WHICH THE DOCUMENT(S) IS REQUESTED: _____

Examination of books and records of Georgetown Village Condominium will be arranged during normal business hours of the Association's Management Office, Monday through Friday, except holidays, 9:00 a.m. to 5:00 p.m., pursuant to State Law, Real Property 11-116, Annotated Code of Maryland. While certain information is required to be made available, the person requesting the information is solely responsible for any legal liability or damages arising from or relating to their use of the information. The Association provides the information and/or documents required by State Law, but it assumes no liability or responsibility for the manner in which the information is used by the person to whom it is provided, or for any misrepresentations made by those persons in this Request.

Date

Signature

Note: Georgetown Village Condominium charges \$.10 (ten cents) for each page copied. Georgetown Village Condominium may charge for time required to retrieve materials at actual cost incurred when time extends beyond one (1) hour.

02/28/95