

RECORDS POLICY

Northridge Estates Homeowners Association

A. Within a reasonable time after a request by a member, the Association, through the Secretary or property manager, shall make the following information, available, when requested by an owner:

1. The name of the Association
2. The name of the Association's designated agent or management company, if any
3. A valid physical address and telephone number of both the Association and the designated agent of management company, if any:
4. The name of the Common Interest Community (Northridge Estates Homeowners Association) and the initial date of recording of the Declaration and the reception number or book and page number of the Declaration.

For purposes of this policy, the Secretary, property manager of the Association or other person shown on the records of the Secretary of State as the registered agent of the Association shall be the designated agent of the Association, and his/her address and telephone number shall be the address and telephone number of the designated agent and of the Association

If the Association's address, designated agent, or management company changes, the Secretary shall provide all members with an amended notice within ninety days after such change.

B. At the end of each fiscal year hereafter, the Association shall make the following information available to Owners upon request by an Owner upon reasonable notice:

1. the date on which its fiscal year commences;
2. its operating budget for the current fiscal year;
3. a list, by unit type, of the Association's current assessments, including both regular and special assessments;
4. its annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the current annual disclosure;
5. the results of its most recent available financial audit or review for the fiscal year immediately preceding the current annual disclosure;
6. a list of all Association insurance policies, including, but not limited to, property, general liability, Association director and officer professional liability, and fidelity policies. Such list shall include the company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the policies listed.
7. all the Association's Bylaws, Articles, and Rules and Regulations;
8. the Minutes of the Board and member meetings for the fiscal year immediately preceding the current annual disclosure; and
9. the Association's responsible governance policies adopted under CRS§38-33.3-209.5

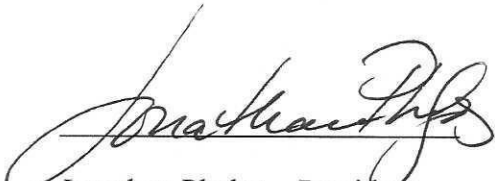
C. Notwithstanding any other provision contained herein, upon a request for a copy of the ledger or statement relating to assessments due by an Owner made personally or in writing, sent certified mail, first class postage prepaid, return receipt requested, to the Association's registered agent, by an Owner, an Owner's designee or a holder of a security interest or its designee, the Association

shall mail the same to the inquiring party within 14 calendar days after receipt thereof and shall be binding on the Association the Board, and any Owner IF NO STATEMENT IS FURNISHED TO THE OWNER OR HOLDER OF A SECURITY INTEREST OR HIS/HER/ITS DESIGNEE, DELIVERED PERSONALLY OR BY CERTIFIED MAIL, FIRST-CLASS POSTAGE PREPAID, RETURN RECEIPT REQUESTED, TO THE INQUIRING PARTY, THEN THE ASSOCIATION SHALL HAVE NO RIGHT TO ASSERT A LIEN UPON THE LOT OF SUCH OWNER FOR UNPAID ASSESSMENTS WHICH WERE DUE AS OF THE DATE OF THE REQUEST. The foregoing limitation shall only apply if a request is made under the terms stated above, and shall not otherwise limit the Association's right to collect such unpaid assessments under Colorado law. The other provisions of the policy regarding Collection of Unpaid Assessments are incorporated herein as it relates to these types of disclosures.

D. It is the intent of this section to allow the Association the widest possible latitude in methods and means of disclosure, while requiring that the information be readily available at no cost to Owners at their convenience. Except as to requirements under paragraph C, disclosure may be accomplished by any one of the following means: posting on an internet web page with accompanying notice of the web address via first-class mail or e-mail; the maintenance of a literature table or binder at the Association's principal place of business; or regular mail or personal delivery. The cost of such distribution shall be accounted for as a common expense liability of the Association.

E. Notwithstanding the foregoing provision, the Association may charge a reasonable fee or charge for copies of Association records to cover the cost thereof.

The undersigned certify that this Policy was adopted on September 25, 2024 by resolution of the Board of Directors.



Jonathan Phelps – President



Lori Sommers - Secretary