

Water Co. Document Reproduction Policy

The association, within 10 business days after receipt of a written request by an owner, shall furnish the requested information as follows:

The bylaws, including amendments or supplements in effect, the recorded plat, if feasible, and the association rules and regulations currently in effect. The most recent financial statement prepared. The current operating budget of the association. The reserve study.

Each request will be billed to the owner a fee of \$10.00 plus \$0.10 per page. Each owner is allowed one request per year per item.

Any requests to documentation that is not listed above will need to be requested in writing at a board meeting, with a reason why the information is being requested. The Board of Directors will determine if the member will be granted the documents they are requesting and notify the owner within 10 business days after the board meeting. Each request will be billed to the owner a fee of \$10.00 plus \$0.10 per page.

Each homeowner has the right to have copies of their own personal lot billing statements and is allowed one statement per month at no charge.

Each homeowner has the right to look at their own file kept in the office. If a homeowner wishes to look or make copies of anything in their own file, they must contact the office and schedule a time. All copies made from the file will be charged \$0.10 per page.

Owners are not entitled to the following information:

- Personnel matters relating to a specific identified person or a person's medical records.
- Contracts, leases and other business transactions that are currently under negotiation to purchase or provide goods or services.
- Communications with legal counsel
- Disclosure of information in violation of law.
- Documents, correspondence or management or board reports compiled for or on behalf of the association or the board of directors by its agents or committees for consideration by the board of directors in executive session held in accordance with ORS [94.640 \(Association board of directors\)](#)
- Documents, correspondence or other matters considered by the board of directors in executive session held in accordance with ORS [94.640 \(Association board of directors\)](#)
- Files of individual owners, other than those of a requesting owner or requesting mortgagee of an individual owner, including any individual owner's file kept by or on behalf of the association.
- Any Drafts of meeting minutes, the reserve study, budgets or other documents unless required by law.