

Inspection of Association Records Policy & Procedure



A. Records Defined - The records available for inspection and copying are those records designated by the Maryland Condominium Act, as amended from time to time. The Association's Board of Directors may withhold from inspection any records that in its reasonable business judgment would:

- i. Constitute an unwarranted invasion of privacy.
- ii. Constitute privileged information under the attorney-client privilege.
- iii. Involve pending or anticipated litigation or contract negotiations.
- iv. Involve the employment, promotion, discipline, or dismissal of a specific board member or employee.

B. Persons Entitled to Inspect Records - Every member of the Association (owner of deed) shall have the right to inspect and/or copy the Association's records in compliance with the rules and procedures contained in this policy.

C. Written Request Required - Inspection and/or copying shall be limited to those records specifically requested in advance, in writing. The request must specify the particular records desired, including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association's agent to retrieve the record(s) requested. A member who wants to inspect and/or copy the Association's records must complete and submit the attached form to the managing agent.

D. Appointments – Upon receipt of the completed form the managing agent will contact the owner within two (2) business days to setup an appointment. Inspections shall be by appointment only, during the normal business hours of 10am until 4pm, Monday through Friday. The member is expected to arrive promptly for the scheduled meeting time. The meeting will be automatically cancelled should the member arrive more than 15 minutes late.

E. Inspection Rules - All inspections shall take place at the offices of Victory Management.

- i. No member shall remove original records from the location where the inspection is taking place.
- ii. Members shall not alter the records in any way.
- iii. Questions that arise as a result of the inspection must be submitted in writing at the conclusion of the inspection. Requests for further assistance during an inspection shall be directed only to that staff person in attendance.
- iv. Should inspection appointments exceed eight (8) hours other policies and restrictions will apply.

F. Copying Rules

- i. If a member wants a copy of any record, the member shall designate in writing the record desired. During an inspection, the member may designate such record by use of a tab, clip, or Post-It note upon the page(s) desired.
- ii. A member shall pay .25 cents per copy, for the first 100 copies for regular or legal-sized photocopies, payable in cash or by personal check in advance of the copying.
- iii. A member shall pay .50 cents per copy, for copies in excess of 100 copies for regular or legal-sized photocopies, payable in cash or by personal check in advance of the copying.
- iv. Copies shall be available within two (2) business days of receipt of payment, unless the voluminous nature (more than 50 copies) and/or the condition of the records make this time frame impractical. In such cases, the copies will be made available as soon as is practical.

G. Manner of Inspection/Copying - Members shall not exercise their inspection or copying rights in order to harass any other member or resident, association agent, officer, director, or employee. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the management office.

If you wish to make an appointment to inspect the Association's Records, please fill out the attached Form and return such to:

Victory Management
P.O. Box 1200
Stevensville, MD 21666

FAX (443) 249-0172 **Please call to confirm Receipt*



Inspection of Association Records Request Form

Owners Name: _____ Date: ____/____/____

Owners Property Address:

Owners Day Time Phone #: _____ (To be used to schedule appointment)

Name of Community Association:

Please specify below the particular records that you would like to inspect, including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association's agent to retrieve the record(s) requested:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

I, _____ am the owner of the above referenced property and hereby request an appointment to inspect and/or copy the above listed records of the Association of which I am a member. I have read and understand the Inspection of Records Policy and Procedures and agree to abide by such.

Signature of Owner

_____/_____/_____
Date

For office use only

Request Received by Mgmt: ____/____/____ Confirmed Location of Records: On Site or In Storage

Appointment Date: ____/____/____ Completed & Returned Records: ____/____/____