

**CYPRESSWOOD COMMUNITY ASSOCIATION  
POLICY RESOLUTION  
ACCESS TO ASSOCIATION RECORDS**

**WHEREAS** the Association keeps correct and complete books and records of account and written Meeting Minutes of the proceedings of its members and Board of Directors;

**AND WHEREAS** Article X of the By-Laws of the Association provides that the owners shall have the right, during reasonable business hours, to inspect the books and records of the Association;

**AND WHEREAS** it is desirable to impose certain reasonable restrictions to maintain control of access to Association records;

**NOW THEREFORE BE IT RESOLVED** that the following requirements are hereby established for the inspection of the records of the Association:

1. A notice of intent to inspect must be submitted in writing to the Board of Directors or its duly authorized managing agent at least 2 business days prior to the planned inspection.
2. The notice must specify with particularity which records are to be inspected.
3. All records shall be inspected at the registered office of the Association, located at 9802 F.M. 1960 Bypass W., Suite 210, Humble, TX 77338, between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday, excluding holidays.
4. At the discretion of the Board of Directors, or its agent, certain records may only be inspected in the presence of a Board Member or employee of the managing agent.
5. The person(s) requesting access shall not disrupt the ordinary business activities of the registered office or its employees during the course of inspection.
6. No records may be removed from the office without the express written consent of the Board of Directors.
7. When applicable, all costs of inspection shall be borne by the person requesting access. In the event the person reviewing the records is desirous of making photocopies, only those records specified by the Association's governing documents may be copied, and all costs of copying will be incurred by the person requesting same. The managing agent may collect costs of retrieval of information which is stored off-site from the registered office in advance of the retrieval, and may charge a reasonable rate for services of employees who would be taken off task by the inspection.

8. Limitations of Access: Consistent with an individual's right to privacy and applicable law, the following records will not be made available without the express written consent of the Board of Directors:
  - a. Minutes of administrative hearings pertaining to the imposition of punitive measures;
  - b. Where disclosure would violate a constitutional or statutory provision or applicable public policy;
  - c. Where disclosure could result in a discernible harm to the Association or any of its members;
  - d. Personnel records;
  - e. Inter-office memoranda and/or email;
  - f. Litigation files
  - g. Preliminary data, information or investigations which have not been formally approved by the Board of Directors, such as contractor bid prospects and provisional meeting minutes;
  - h. Where disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
  - i. Where disclosure would unreasonably interfere with or disrupt the operation of the Association; and
  - j. Where access results in a private harm or damage that outweighs the right to access.
9. The Association is under no obligation for any additional information other than that which is required by law.
10. In the event any part of this Resolution is found to be in conflict with the Association's governing documents, the Association's governing documents shall control, and remaining provisions of this Resolution which are not found to be in conflict with the Association's governing documents shall remain controlling.