

Lake Waynoka Property Owner Association Inc.

Inspection of Records Policy

This policy is a guideline on how inspection of financial books and records under Code of Regulations Article X Section 2 are handled.

- I. How to request inspection of records.**
  - a. All request to inspect records of WPOA must be submitted in writing to the WPOA General Manager.
  - b. The following must be included in the request.
    - i. Name and Lot number of the member making the request.
    - ii. Contact information of the member making the request.
    - iii. Specific records to be inspected.
    - iv. Purpose of the request.
    - v. Requested time line for inspection.
  - c. Within 5 working days the administration office will contact the member making the request with a determination on the request, estimated cost, and expected completion date.
  - d. Any refusal for inspection of any record can be appealed to the WPOA board of trustees executive committee.
  - e. The determination of the WPOA board of trustees executive committee is final.
- II. Inspecting the requested records.**
  - a. The records will be inspected in the Administration Building at the agreed time.
  - b. Records inspection will have the following restrictions.
    - i. Will take place during normal business hours.
    - ii. Will be done under the supervision of the WPOA Manager or their designee.
    - iii. No records shall be removed from the Administration office.
- III. Cost for records inspection.**
  - a. \$0.25 per page of printed material provided for inspection.