

MILLRIDGE TOWNHOMES

Resolution of The Board of Directors

RECORD EXAMINATION

RECITALS

WHEREAS, “Declaration” is the *Declaration for Millridge Townhomes*, “Bylaws” is *Bylaws of Millridge Townhomes*, “Act” is the *Oregon Condominium Act, Oregon Revised Statutes, Chapter 94*, and “Association” is the *Millridge Townhomes Association*;

WHEREAS, Article 8 of the Declarations and ORS 94.670 provide that certain records of the Association must be reasonably available for examination, and, upon written request, available for duplication by an owner and any mortgagee of a lot who makes the request in good faith for a proper purpose.

WHEREAS, ORS 94.670 (11) states, “The board of directors, by resolution, may adopt reasonable rules governing the frequency, time, location, notice and manner of examination and duplication of association records and the imposition of a reasonable fee for furnishing copies of any documents, information or records described in this section. The fee may include reasonable personnel costs for furnishing the documents, information or records.

WHEREAS, ORS 65.774 provides that a member of a corporation may inspect and copy the records identified in ORS 65.774(2) only if:

- (a) The member’s demand is made in good faith and for a proper purpose;
- (b) The member describes with reasonable particularity the purpose and the records the member desires to inspect; and
- (c) The records are directly connected with this purpose.

WHEREAS, The Board of Directors recognizes there are costs associated with furnishing this information, including costs of duplication, mailing, and personnel.

NOW, THEREFORE, IT IS RESOLVED THAT:

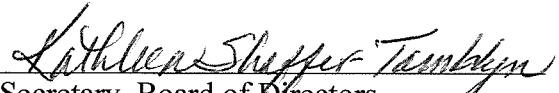
1. The owner who is requesting the information must give reasonable advanced written notice to the Association. The written notice must describe with reasonable particularity the purpose and the records the member desires to inspect. The records must be connected with the stated purpose.
2. The Association, within ten (10) business days after receipt of a written request by an owner, shall furnish the requested information. “Furnish” shall mean the Association will make the records available for inspection, during business hours of 9:00 a.m. to 5:00 p.m., Monday – Friday.

3. During the inspection of records, the owner shall submit to the Association's manager a detailed list of any records the owner wishes to have duplicated. The costs of duplication and the costs of personnel incurred to furnish the information shall be charged to the owner. Copies shall be available for pickup within five (5) business days after the owner's submittal of the list and payment therefor. The costs shall be the standard published costs of the Association's management company.

ATTEST:



Chairperson, Board of Directors
Millridge Townhomes Association



Secretary, Board of Directors
Millridge Townhomes Association

Date: January 26, 2012