

THE RADBURN ASSOCIATION
ACCESS TO RECORDS AND DOCUMENTS POLICY

- (a) The Radburn Association (the "Association") shall make all of the following records created on or after January 1, 2008 (the "Records") open to inspection by the Residents:
- i. A record of receipts and expenditures as prepared in the form of the annual financial statements of the Association that have been prepared in accordance with generally accepted accounting principles, and if such annual financial statements have been audited by the Association's independent accountants, a copy of the financial report of such independent accountants reporting that such annual financial statements have been prepared in accordance with generally accepted accounting principles.
 - ii. The annual budget of proposed expenditures.
 - iii. An account for each parcel of the Property (other than those that are exempted by the Declaration) setting forth such parcel's annual charge payable to the Association for the Radburn Fund, and, if any, such parcel's Special Charge, the due dates thereof, and the present balance due for (1) the parcel of the Property that is owned by the Resident making the inspection and (2) all parcels of the Property in the aggregate.
- (b) In addition, any Resident may request to inspect any of the following documents (the "Documents"):
- i. The Charter.
 - ii. The Declaration.
 - iii. The Association's By-Laws.
 - iv. The Radburn Association Guidelines of Architectural Control.
 - v. Policy for Alternative Dispute Resolution.
 - vi. Rules and Regulations of the Association.
 - vii. The Association's annual information returns on Form 990 (Return of Organization Exempt from Income Tax) or such other mandated form of the Department of the Treasury Internal Revenue Service, for such years as may be required by the Internal Revenue Code.

- (c) The Records and Documents shall be open to inspection by the Residents during the Manager's normal business hours, at such times and with such advance notice as the Manager reasonably may require and publish in *The Bulletin* or other publication of the Association.
- (d) No Records or Documents may be removed from the Association's offices or locations of inspection. Upon written request of a Resident, a copy of the Records or Documents specified by the Resident shall be provided at the expense of the Resident.
- (e) Any Resident alleging a violation by the Association of the provisions of this Policy may file a complaint pursuant to the Association's Policy for Alternative Dispute Resolution.
- (f) For purposes of this Policy, the term "Resident" shall also include any owner of a parcel of the Property notwithstanding that such owner does not reside in the Radburn community.
- (g) The Association shall make final Minutes of Voting Meetings and draft Minutes of the most recent Voting Meeting, available to Residents for viewing purposes.

Adopted: July 29, 2008