

Record Inspection Resolution

Explanation: WROA governing documents allow owners to inspect certain Association records if the owner meets a few simple requirements.

Resolved:

1. The owner who is requesting the information must give written notice to the Association.
2. The written notice must describe with reasonable particularity the purpose and the records the member desires to inspect and the records must be connected with the stated purpose.
3. The Association, within a reasonable period after receipt of a written request by an owner, shall make available for inspection the requested information. "Inspection" shall mean the Association will make the records available for inspection at a place of its choosing in the State of Oregon, or at its sole discretion, provide physical or digital copies to the requesting owner.
4. If any, the costs of duplication and the reasonable costs of labor incurred to furnish the information shall be a charge to the owner. The Association has determined that the owner will be responsible for the following costs:
 4. \$20 per hour for administrative costs associated with the collection, duplication or inspection of records; and
 - B. 20 cents per page for any record which is photocopied or scanned at the request of the requesting owner.
5. Certain Association records are excluded from inspection or duplication by owners. Those documents include (but are not limited to):
 - A. Documents which are subject to attorney-client privilege;
 - B. Files of individual owners;
 - C. Personnel files;
 - D. Contracts, leases or other business transactions which are under negotiation;
 - E. Documents compiled for use in executive session.