



Steeplechase Community Services Association
RULES, REGULATIONS, POLICIES & SPECIFICATIONS

RECORDS ACCESS

1. All requests for access to records must be made, in writing, to the Managing Agent of Steeplechase Community Services Association ("SCSA").
2. Subject to the provisions of this Policy, any Homeowner shall be entitled to examine records kept in the ordinary course of business of SCSA which are not deemed to be privileged and/or confidential.
3. Any examination of records shall occur where the records are located; but such records shall be made available at the offices of the Managing Agent of SCSA. Such examination shall take place during regular business hours.
4. No photographic reproduction of any records is permitted unless specific approval is granted by the Board. Reasonable charges for any approved copies must be paid by the requesting party at the time of the request.
5. Homeowner records may be examined only by the Homeowner or the Homeowner's authorized agent.
6. The Board has designated, among other things, the following documents as confidential: documents related to litigation, personnel records, and the records of each Homeowner.

Adopted: 2/1/94
Revised: 7/8/04; 5/3/07
Reviewed: 1/5/00; 2003; 7/3/08
Revised and Reissued: January 1, 2011

Board President Jodi Lewis Date 12-20-10
Board Secretary Norm Brown / ds Date 12/19/10