Kahler Glen Community Association

Owner Examination of Records

and

Document Retention Policy

This policy is established, in part, pursuant to RCW 64.38.045(2).

A. The following records, when extant, shall be available for examination by homeowners, mortgagees, and their agents upon reasonable advance notice at the offices of KGCA's Property Manager at Kahler Glen Golf and Ski Resort, 20700 Clubhouse Drive, Leavenworth, Washington. Selected documents may also be available, when extant in electronic form, online.

(1) Articles of Incorporation, Bylaws, and Protective Covenants.

(2) Minutes of the annual meeting of owners; minutes of meetings of the Board of Directors.

(3) Policies adopted by owners or the Board of Directors.

(4) The Profit and Loss Budget Performance and the Bank Balances financial statements, updated at least quarterly.

(5) Formal reports created by the Board or received from outside consultants, including, for example, audits and independent financial reviews, water quality reports, and financial reserves studies.

(6) Federal income tax returns.

(7) Service Agreements.

(8) Current roster of owner names and addresses (excluding unlisted phone numbers).

(9) Bank statements and paid invoices for the prior five years. (Available in hard copy only. Current year’s documents are available only at the office of KGCA’s bookkeeper.)

B. The following records shall not be available for routine examination except as ordered by the Board of Directors:

1. Other personally identifiable owner information, such as payment of dues status.
2. Correspondence protected by attorney-client privilege.

C. Copies of records may be requested by authorized examiners at a cost of twenty cents per page, to be available at KGCA's Property Management offices shown above.

Adopted by the Board of Directors \_\_\_\_\_\_\_\_\_\_\_11 August, 2012