

**DAWSON RANCH HOMEOWNERS ASSOCIATION**  
**RECORDS AND CONFIDENTIALITY POLICY**

**I. Records Maintained by the Association.** The Association will keep a copy of the following records at its principal office: the Articles of Incorporation; the Declaration of Protective Covenants; the Bylaws; Board resolutions; minutes of meetings of the Members, the Board and any committee; all actions of the Board or Members taken by written ballot or consent in lieu of a meeting; all general written communication to Members and all Property Owners for the past 3 years; a list of names and addresses of current members of the Board of Directors and officers; a record of the names and addresses of the Members and all Property Owners; the most recent annual report of the Association and financial reviews, if any; and annual accounting and financial statements prepared for the previous 3 years, if any.

**II. Inspection of Records by Members.** Members may inspect, during reasonable business hours and upon at least three (3) business days' advance written notice, the Association records described above. A Member's written request will provide a detailed reason for such inspection and will identify which records the Member requests to inspect. The Secretary or other designated Association representative will determine whether the request is reasonably related to the requesting Member's status as a Member. If such reasonable relationship is not found by the Association, such as, without limitation, the Member seeks names and addresses of Members for a commercial purpose that is unrelated to the Association or Dawson Ranch, the request for inspection will be denied. The board may make all or a portion of the Association records available for inspection by Members through an Association website. The association may charge a reasonable fee to cover the actual cost of copying records, including the costs of personnel and equipment used in processing the request. Access to Association records by Non-Members shall be granted only upon approval of the Board of Directors.

**III. Access to Members' Personal Contact Information.** The Association will not provide any Member, person or party with Member's telephone numbers and/or electronic mail addresses that are maintained by the Association, as the Association intends to keep that information confidential and for the exclusive use by the Association for Association related purposes only. Disclosure of such information will be allowed only if a Member consents in writing to the Association's release of such information.