

**Emerald Valley West HOA PUD
Policy Resolution Number 4**

Relating to a Clarified Documents Request Policy for the HOA.

WHEREAS, Section 4.2 of the Bylaws of Emerald Valley West HOA PUD (“Bylaws”) assigns the Board of Directors (“Board”) all powers and duties necessary for the administration of the affairs of Homeowners Association (“Association”) and states that the board may do all such acts and things, except those matters that the Board is prohibited from doing by the law or the governing documents;

WHEREAS, Section 4.3 of the Bylaws provides that the directors shall exercise their power and duties in good faith and in the best interest of the Association and its members.

WHEREAS, the Board has determined that it is in the best interest of the Association and the Association’s members to adopt a *Clarified Documents Request Policy* for the HOA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts a *Clarified Documents Request Policy* for the HOA, as a guide to the relationship between the association and its members.

THE RESOLUTION PASSED AND IS ADOPTED on this 4th day of December, 2022 by a unanimous vote of the Board of Directors of Emerald Valley West Homeowners Association.


Lori Eichelberger, President
Kirk Garner, Vice President
Anna Johnson, Secretary
Daniel Mills, Treasurer
Ron Sammons Member at Large

Signed and dated by the President and Secretary of the Board of Directors of Emerald Valley West Homeowners Association on this 4th Day of December 2022.



Lori Eichelberger, President

Dated 12/4 _____, 2022



Anna Johnson, Secretary

Dated 12/4 _____, 2022

The Board of Directors hereby adopts the ORS 94.670 Guidelines for Clarification of resident requests Policy for HOA Documents, in addition to other Guidelines as follows:

**ORS 94.670, Association duty to keep documents and records, Article 10 & 12.,
Clarification of resident request Policy for HOA Documents.**

- 1. The Association shall maintain a copy suitable for the purpose of duplication of the following, (as described in Article 10) within 10 business days of a written request by an owner:**
 - a. The declarations and bylaws, including amendments or supplements in effect, the recorded plat, if feasible and the association rules and regulations currently in effect.**
 - b. The most recent prepared annual financial statement consisting of a balance sheet and income and expenses statement for the preceding fiscal year and a copy of the annual financial statement.**
 - c. The current operating budget of the association.**
 - d. The Reserve study.**
 - e. Architectural standards and guidelines.**
- 2. The majority of the documents are available digitally on HOA webpage at emeraldvalleywesthoa.org and provide for password protected provision for accessing the sensitive financial documents available only to HOA owners. The Financial documents currently available and posted monthly are as follows: Cash flow statement, Balance Sheet, Income Statement, Comparative Income Statement, Income vs Budget, Disbursement Journal. Accounts Receivable Statement will be not be posted and will be kept confidential as per advice of legal counsel regarding debt collection responsibilities of the HOA Board.**
- 3. Hard copies of the financial documents listed above can be requested quarterly, by written request which will be forwarded to the bookkeeper, who will charge a \$25 fee/ minimum which will increase incrementally with volume, paid directly to the bookkeeper, at their discretion.**

DUE PROCESS: Residents can request a hearing, via writing, to be heard by the board. At the time of the hearing the board will take notes but not dispute the claims by residents. Residents will be notified in writing as to the board's decision on the matter.