



**VISTANCIA VILLAGE A COMMUNITY ASSOCIATION  
RECORDS REQUEST POLICY**

**WHEREAS**, Vistancia Village A Community Association. (“Association”) is governed by the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions (“Declaration”), recorded at the Recording No. 2016-0182710 in the office of the Maricopa County Recorder;

**WHEREAS**, the Association is also governed by Title 33, Chapter 16 (Planned Communities) of the Arizona Revised Statutes;

**WHEREAS**, ARS 33-1805 (Association financial and other records) states that except as provided below, all financial and other records of the association shall be made reasonably available for examination by any member or any person designated by the member in writing as the member's representative.

A. Except as provided in subsection B of this section, all financial and other records of the association shall be made reasonably available for examination by any member or any person designated by the member in writing as the member's representative. The association shall not charge a member or any person designated by the member in writing for making material available for review. The association shall have ten business days to fulfill a request for examination. On request for purchase of copies of records by any member or any person designated by the member in writing as the member's representative, the association shall have ten business days to provide copies of the requested records. An association may charge a fee for making copies of not more than fifteen cents per page.

B. Books and records kept by or on behalf of the association and the board may be withheld from disclosure to the extent that the portion withheld relates to any of the following:

1. Privileged communication between an attorney for the association and the association.
2. Pending litigation.
3. Meeting minutes or other records of a session of a board meeting that is not required to be open to all members pursuant to section 33-1804.
4. Personal, health or financial records of an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association, including records of the association directly related to the personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association.
5. Records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.

C. The association shall not be required to disclose financial and other records of the association if disclosure would violate any state or federal law.

**WHEREAS**, the Board of Directors wants to create consistency with regards to its obligation to fulfill records requests made by Association members and representatives;



**NOW, THEREFORE BE IT RESOLVED THAT,**

Any Member who wants to request records from the Association must use the form available on the Association's website [www.myvistancia.com](http://www.myvistancia.com). The Association shall respond to each request made on the website within ten business days. The Association will not respond to any requests for records that are not made through the website.

- Making the records available for viewing in the Association's onsite office or
- Upon request from the member or representative, making copies of the records and charging a maximum of \$.15 per page.

This Resolution is adopted on April 28, 2020 and is effective immediately.

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President, Vistancia Village A Community Association