



INFORMATION POLICY

December 17, 1997

The following information policy is intended to make available as much information as possible to the Members of the Villages of Kapolei Association without compromising the best interests of the Association, its Members and its employees. The current policy relating to use of the copy machine by individual members shall apply to all requests for copies.

The following Association records shall be made available for inspection and photocopying by Association members at the Association's Offices at 91-1111 Kama'aha Loop between the hours of 8 AM and 5 PM Monday through Friday except holidays:

- ∨ Approved Minutes of Board of Directors Meetings except executive sessions.
- ∨ Approved most current Financial Statement of the Association.
- ∨ Approved Minutes of the Association Meetings.
- ∨ Approved Operating Budget.
- ∨ Governing instruments of the Association, including, but not limited to, Declaration of Covenants, Conditions, and Restrictions, Articles of Incorporation, By-Laws, Design Guidelines, Design Committee Rules, and Association Rules as amended and or restated..
- ∨ Documents pertaining to the title to real property owned or held by the Association

The following Association records shall be made available for inspection and photocopying by any member at the Association's Offices at 91-1111 Kama'aha Loop between the hours of 8 AM and 5 PM Monday through Friday except holidays, provided the member submits an affidavit stating that the information is requested in good faith for the protection of the interests of the Association its members or both.

- ∨ Past Financial Statements.
- ∨ General Ledgers.
- ∨ Accounts Receivable ledgers.
- ∨ Accounts Payable Ledgers.
- ∨ Check Ledgers.
- ∨ Insurance Policies.
- ∨ Vendor Contracts.
- ∨ Approved Audit Reports.
- ∨ Invoices of the Association.
- ∨ Documents regarding delinquencies of ninety days or more.
- ∨ Salary Ranges of employee positions

For a period of Thirty (30) days following any Association meeting the following documents will be made available for inspection by any member at the Associations Offices at 91-1111 Kama'aha Loop between the hours of 8 AM and 5 PM Monday through Friday except holidays, provided the member submits stating that the information is requested in good faith for the protection of

the interests of the Association its members or both.

- ∨ Proxies
- ∨ Tally Sheets.
- ∨ Ballots.
- ∨ Members' check-in lists.
- ∨ Certificates of Election.

Proxies and ballots may be destroyed following the thirty-day period. Copies of tally sheets, members' check-in lists, and the certificates of election from the most recent Association meeting shall be provided to any member upon the members request provided the member submits an affidavit stating that the information is requested in good faith for the protection of the interests of the Association, its, members, or both.

For other documents not specifically mentioned, the member must file a written request for inspection or photocopying of such documents with the Board of Directors. The Board of Directors, acting through, the General Manager, shall give written authorization or written refusal with an explanation of the refusal, within 60 calendar days of receipt of the request. The Board may condition its approval on the member's agreement to sign an affidavit stating that the information is requested in good faith for the protection of the interests of the Association its members or both.

The following Documents and records of the Association are **NOT** available for inspection or photocopying:

- ∨ Personnel Records, including, but not limited to, specific salary of employees or positions and documents reflecting disciplinary action, reprimands, and performance evaluations.
- ∨ An Individual's medical records.
- ∨ Records relating to business transactions that are currently in negotiation.
- ∨ Communications which are privileged because of attorney-client privilege or any other applicable privilege of the Association.
- ∨ Complaints against an individual member of the Association.
- ∨ Any records, the release of which could be a violation of any law, ordinance, rule, or regulation.
- ∨ Documents relating to covenants enforcement
- ∨ Individual Owner's files; provided, however, that the owner to which the file pertains will be permitted to inspect and photocopy documents in his/her file which are not otherwise privileged or confidential.
- ∨ Minutes of executive sessions.
- ∨ Similar documents or records

The Association's membership lists shall be available for inspection by any member at the Association's Offices at 91-1111 Kama'aha Loop between the hours of 8 AM and 5 PM Monday through Friday except holidays, provided the member submits an affidavit stating that the inspection is being requested in good faith for the protection of the interests of the Association, its

members, or both. Photocopies of the membership list will not be provided to members. However, any member wanting to solicit votes or proxies or to provide information to other members with respect to Association matters may do so through the Association Newsletter. Prepared solicitations or information (of reasonable length, not to exceed one 8.5" by 11" typewritten page) will be printed in the Newsletter at no cost to the member; provided, however, that the Board may refuse to print solicitations or information in the newsletter which is defamatory, could expose the Association to potential liability, or otherwise determined inappropriate. If the member does not wish the solicitation or information to be printed in the newsletter or if the solicitation or information is inappropriate for the newsletter, the Association will either: 1) mail the solicitations or information to the members provided the member seeking to solicit votes or proxies or to distribute information pays the postage and the administrative time at \$10.00 per hour for time spent in connection with the mailing; or 2) make the membership list available to a mailing service which will mail the solicitation or information to the members at the expense of the owner.