CLOSED RECORDS POLICY

Resident Files: All resident files, including but not limited to, phone numbers, bank account information, violations, assessment balances and legal proceedings that have not been recorded.

Legal Correspondence: Legal actions, causes of action, litigation and any confidential or privileged communications between association representatives and its attorneys.

Pending Purchasing Files: Specifications for competitive bidding, until either the specifications are officially approved or the specifications are published.

Sealed Bids: Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed.

Leasing or Purchase of Real Estate: Where public knowledge of the transaction might adversely affect the legal consideration during negotiations.

Personnel Files: Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded. "Personal information" means information relating to the performance or merit of individual employees. This exemption shall not apply to the names, positions, salaries and lengths of service.

Financial Records: Excluding Final Audit Report and Budget/Actual. Financial records requests will be submitted in writing with purpose and intent of usage, binding with affidavit, on a case by case basis, to be reviewed and determined by the Board of Directors.

Executive Session Minutes: Exec sessions encompass legal issues, personnel issues, negotiations of real estate, which if made public would adversely affect the ability of the Board to negotiate.

Professional Services/Consultants: Where public knowledge of provided services might adversely affect the legal consideration during negotiations and/or confidential or privileged communications between association representatives and its auditor. All final audit reports issued by the auditor are to be considered open records. *Board approved July 8, 2008*