

ACCESS TO RECORDS BY ASSOCIATION MEMBERS

The request to inspect or copy Association records must be in writing and clearly state the purpose for the inspection or copying of Association documents. Subject to receipt of an appropriate written request, the Community Manager will make available to the requesting unit owner the following Association documents at a mutually convenient time during regular business hours. The cost of copying the documents is .25 per page.

Permitted Documents

The following documents are available on the website: www.leisuretowne.org

Governing Documents

Declaration

Bylaws

Articles of Incorporation

Rules and Regulations

Minutes (Including All Attachments)-Open Board of Trustees Meeting Only

Documents for Review in the Association Office:

Assessment Records (For Own Unit Only)	1 year		
Financial Statements - Monthly	1 year		
Financial Statements-Annual Audit			3
		years	
Income Tax Returns	3 years		
Federal Payroll Tax Returns	3 years		
Insurance Policies and Certificates			1
		year	
Investment Statements	1 year		
Employee Job Descriptions	Current		

The following Association documents are confidential and are not available to unit owners for inspection or copying at any time.

Confidential Documents

Matters Protected By the Provisions Of N.J. S.A. 45-.22A-46 (a) such as:

1. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.
2. Any pending or anticipated litigations or contract negotiations.
3. Any matter falling within the attorney-client privilege to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
4. Any matter involving the employment, promotion, discipline or dismissal of a specific officer or employee of the Association, employee applications, employee files, payroll records.
5. Board of Trustees Executive Meeting Minutes.
6. Unit Owner List

Except for copies made available by the Association Office to a unit owner, no Association documents may be removed from the Association premises. Moreover, the Community Manager will determine when and where all documents may be inspected and ensure that all documents are inspected in the presence of designated Association Office personnel.

The Association will not be required to make documents available for inspection or copying for more than four (4) hours in any given week.

LeisureTowne Association, Inc.
Request for Access to Association Records

Name: _____

Address: _____

Phone: _____

Record(s) Desired: _____

Reason for Request: _____

Intended Use of the Information: _____

Signature

Date