



**Treatment of Corporate Documents Policy**  
Resolution 03-07-113; Adopted December 18, 2007

**WHEREAS**, California Civil Code Section 1363.05, the Common Interest Development Open Meeting Act, provides that any member of the association may attend meetings of the board of directors of the association, except when the board adjourns to executive session to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Section 1367 or 1367.1; and

**WHEREAS**, California Civil Code Section 1365.2 provides for the inspection of Accounting Books and Records and Minutes of Proceedings, and identifies the records that may be inspected and provides the procedure by which the inspection shall be conducted; and

**WHEREAS**, California Civil Code Section 1365.2 (d) (1) provides that except as provided in paragraph (2), the association may withhold or redact information from the association records for any of the reasons therein stated; and

**WHEREAS**, Section 1365.2 also provides that an association that denies or redacts records shall provide a written explanation specifying the legal basis for withholding or redacting the requested records if requested by the requesting member; and

**WHEREAS**, this board of directors wishes to establish a means to facilitate the communication to the members of the association of all information that does not require confidentiality for the protection of the association or the directors from litigation;

**NOW, THEREFORE, BE IT RESOLVED**, that the managing agent shall submit to the board of directors of the association all documents or information which the managing agent believes should be designated as confidential, together with a written explanation stating the legal basis for such designation; and

**FURTHER RESOLVED**, that Resolution 03-06-33 is hereby rescinded and cancelled.