

## HAWAIIAN PARADISE PARK OWNERS ASSOCIATION

### Association Documents and Financial Statements Information for Member Requests (For Office Use ONLY)

#### Requestor Obligations:

- Request is made in good faith and for proper purpose.
- Request includes description with reasonable particularity of his or her purpose and identifies those records he or she wants to inspect
- Records requested are consistent with the member's stated purpose for inspecting and/or copying them

#### Association Obligations:

- Make available at least (5) Five business days after receipt of written request
- Reasonable fee for copying costs will be charged before receipt of documents
- **Association Documents** available for inspection or copies upon written request:
  - Articles or restated Articles of Incorporation, including amendments currently in effect
  - By-laws and restated and/or amended by-laws currently in effect
  - Resolutions adopted by the Board relating to the "characteristics, qualifications, rights, limitations and obligations of members or any class or category of members
  - Minutes of all meetings of the Board for the past 3 years
  - Minutes of all meetings of members and records of all actions approved by the members for the past 3 years
  - List of names and contact information of Board members and Officers
  - Most recent Annual Report
  - Records of all actions taken by Board Committees
  - **Financial Statements** for past 3 years
    - ◆ Annual Financial Statement
    - ◆ Balance Sheet as of the end of the fiscal year and statement of operations for the year
    - ◆ Assets, liabilities and equity directly related to an organization's financial performance including reported income and expenses

#### Samples of Appropriate GAAP Financial Statement Titles:

- Balance Sheet
- Statement of Income
- Statement of Retained Earnings
- Statement of Cash Flows
- Statement of Change in Owners' Equity
- Statement of Assets and Liabilities (with or without Owners' Equity)
- Statement of Revenue and Expenses
- Statement of Activities
- Summary of Operations
- Statement of Activities by Product Lines

#### Samples of Appropriate OCBOA

- Balance Sheet – Cash Basis
- Statement of Assets, Liabilities and Stockholders' equity – Income Tax Basis
- Statement of Revenue Collected and Expenses Paid
- Statement of Revenues and Expenses – Income Tax Basis
- Statement of Income – Statutory Basis
- Statement of Operations – Income Tax Basis

Financial statements reported upon by a public accountant must be accompanied by statement of person responsible for the corporations' financial accounting records regarding basis of statement preparation. **Not included in documents Association is obligated to provide access: Actual contract documents or contractual agreements engaged by the association. The Trust/Bond indenture are privileged documents and will not be released**

Approved 02/18/08

# HAWAIIAN PARADISE PARK OWNERS ASSOCIATION

## MEMBER REQUEST FOR ASSOCIATION RECORDS INSPECTION ACCESS FORM

(By-Laws, Article XII; Administration; Section 3; Administration Requirements; Subsection J)

Member/Lot Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

\_\_\_\_\_ REQUEST TO INSPECT

\_\_\_\_\_ REQUEST FOR COPIES (No Electronic Files)

Requestor Obligations:

**IDENTIFY RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IDENTIFY INTENDED PURPOSE FOR RECORDS INSPECTION OR COPIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Association Obligations:**

- Make Association Documents available for inspection or copies upon written request
- Make available at least five business days after receipt of written request
- Reasonable fee for copying costs will be charged before members receipt of documents

\_\_\_\_\_ No. of Pages (Records) x \$2.00 per page

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Approved 02/18/08