

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 corporation's 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