

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

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

Requestor obligations:

- Request is to be made in good faith and for a 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 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
 - By-laws and restated and/or amended by-laws
 - 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 board and general membership meetings for 3 years
 - List of names and addresses (business or home) of board members and officers
 - Most recent annual report which was delivered to the State of Hawaii
 - Minutes of all meetings
 - Records of all actions taken by members and Directors without a meeting
 - Records of all actions taken by Board Committees
 - Accounting records
 - Membership lists
 - **Financial statements for 3 years:**
 - Latest annual financial statements:
 - 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 comprehensive income
- Statement of retained earnings
- Statement of cash flows
- Statement of changes in owners' equity
- Statement of assets and liabilities (with or without owners' equity accounts)
- Statement of revenue and expenses
- Statement of activities
- Summary of operations
- Statement of operations by product lines

Samples of appropriate OCBOA financial statement titles:

- Balance sheet -- cash basis
- Statement of assets, liabilities, and stockholders' equity--income tax basis
- Statement of revenue collected and expenses paid
- Statement of revenue 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 the statement of the person responsible for the corporations' financial accounting records regarding basis of statements preparation.

Not included in documents Association is obligated to provide access: actual contract documents or contractual agreements engaged in by the Association. The Trust/Bond indenture are privileged documents and will not be released.

Approved 2/18/08