

Hawaiian Paradise Park Owners Association

Policy Number 4.7 Financial Documents to Members

Relevant Statutes, Ordinances or Association Governing Documents: HRS 421J-7, HRS 414D-302

Purpose: To establish a clear and consistent process for Members of Hawaiian Paradise Park Owners Association (HPPOA) to request and obtain financial documents of the Association, while ensuring compliance with governing documents, applicable Hawaii law, and the protection of confidential and sensitive information.

Details:

- 1) Members shall have the right to request access to documents of the Association upon completion and submission of an official HPPOA Document Request Form. The Association may require verification of membership status prior to fulfilling any request.
- 2) Requests shall be processed in a timely, consistent, and transparent manner while protecting confidential, privileged, or legally restricted information.
- 3) The following financial documents may be made available to Members upon submission of a completed Document Request Form, a signed Good Faith Affidavit, and a signed Confidentiality Agreement:
 - a) Approved annual budgets
 - b) Year-end audited financial statements and report
 - c) Balance sheets
 - d) Income and expense statements
 - e) General ledger summaries
 - f) Approved tax filings (excluding confidential identifying information)
 - g) Accounts receivable aging summaries (without owner-specific confidential information)
 - h) Vendor payment summaries
 - i) Board-approved contracts involving significant financial obligations
 - j) Insurance policy declarations pages
 - k) Monthly Treasurer's reports presented to the Board
 - l) Other financial documents approved for release by the Board of Directors
- 4) The following documents shall not be released to Members unless required by law or specifically authorized by the Board:
 - a) Individual owner account details
 - b) Delinquency reports identifying specific owners
 - c) Payroll records
 - d) Employee personnel files
 - e) Attorney-client privileged communications
 - f) Pending litigation documents
 - g) Collection files
 - h) Bank account numbers or banking credentials

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- i) Credit card account details
 - j) Tax identification numbers
 - k) Confidential vendor proprietary information
 - l) Executive session materials
 - m) Any document protected by privacy laws or legal privilege
- 5) Members may file a written request with the board to examine other documents of the association. The board shall give written authorization, or written refusal with an explanation of the refusal, for the examination within sixty calendar days of receipt of the request.
- 6) Members requesting documents must:
 - a) Complete the official HPPOA Document Request Form in full including:
 - i) Identify the specific documents being requested
 - ii) State the preferred format for delivery (electronic or paper copy)
 - b) Submit the form to the General Manager or designated staff member
 - c) Incomplete request forms will not be processed.
- 7) Response Time:
 - a) HPPOA shall make reasonable efforts to respond to document requests within five (5) business days of receipt of a complete request form.
 - b) If additional time is required due to volume, complexity, legal review, or document retrieval, the Member shall be notified of the estimated completion date.
- 8) Copying and Administrative Fees
 - a) Electronic copies, when readily available, may be provided at no charge.
 - b) Paper copies may be subject to a reasonable copying and administrative fee as established by the Board of Directors (see current Fee Schedule).
 - c) Fees must be paid prior to release of paper documents unless otherwise waived by management.
- 9) Where appropriate, HPPOA may satisfy a request by allowing in-office inspection of records during normal business hours by appointment. Inspection shall occur under staff supervision and documents may not be removed, altered, photographed, or copied without authorization.
- 10) HPPOA shall maintain a record of all submitted Document Request Forms and responses for administrative and legal purposes.

Responsibilities:

- 1) The GM, or their designee, is responsible for ensuring document requests are completed in a timely manner.
- 2) The GM, or their designee, is responsible for submitting requests for Other Documents of the Association to the Board President.

Review

This policy shall be reviewed Annually for any improvements, or updates to HRS 421J-7 or HRS 414D-302

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