

824C Marshall Court,  
Ventnor, New Jersey 08406



Telephone (609) 822-8194  
Fax Number (609) 822-3204  
T.D.D. Relay 1-800-852-7899

**Policy and Procedure  
For the  
Inspection of Books and Records  
By  
Unit Owners**

**Policy**

**Introduction:** It is the policy of the Waterview Condominium Association to comply with the New Jersey Condominium Act and the Association's Governing Documents in regard to association member requests to examine the Books and Records of Waterview Condominium Association, according to the Rules and Regulations adopted by the Board of Trustees of Waterview Condominium Association.

**Procedure**

Examination of Books and Records of Waterview Condominium Association shall be governed by the following:

1. Request for examination of the Books and Records of the condominium shall be made in writing giving the Treasurer at least ten (10) days notice of the member's desire to make such an examination.
2. Such examination will be restricted to a review of the Books and Records for the current fiscal year and the two preceding years.
3. Such examination will be limited to no more than two hours for any one inspection (with additional dates to be set if that time proves to be insufficient).

4. The Board reserves the right to withhold from inspection documents that, in the Board's reasonable business judgment (i) would result in an invasion of privacy, (ii) are covered by the attorney/client privilege, (iii) involve pending or anticipated litigation or contract negotiations, or (iv) involve employment, promotion, discipline or dismissal of specific committee members or employees.
5. Such examinations will take place during normal business hours (set by the Board) in the Association's Community Room. No condominium documents or records will be removed from this designated area (handwritten notes are permitted).
6. The cost of such examinations shall be set by the Board of Trustees of Waterview Condominium Association. The amount to be sufficient to cover reasonable costs associated with making Association documents available.

Reviewed, approved and adopted by the Board of Trustees on February 11, 2009: As attested to by:

Date: \_\_\_\_\_

2/11/09

Secretary \_\_\_\_\_

Harry Russell

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## Request for Access to Association Books & Records

**Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone #:** \_\_\_\_\_

Pursuant to Waterview Condominium By-Law 7.13, Examination of Books, I hereby request that Waterview Condominium provide access to the Books and Records of the Association.

1. The books and records that I wish to review are:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
2. I certify that my request to review the Books and Records of the Association is for a proper purpose related to my membership in the Association, and that this request is not for commercial purposes or my personal financial gain. Specifically, my reason for wanting to review the Books and Records of the Association is as follows:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

3. I acknowledge and accept the Association's Records Access and Inspection Procedures. I acknowledge and accept that the Books and Records of the Association will be made available to me only at such time and place as the Association's policy provides, and that there may be a cost associated with making these documents available to me. I agree to pay any costs associated

with reviewing the Books and Records of the Association including but not limited to the actual and reasonable costs of labor and photocopying material. I further acknowledge that these costs may be required of me prior to reviewing the Books and Records.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_