

Kakela Makai Oceanview Community Association

POLICY 2008-2

Request to Review Association Records

The following is a policy outlining the procedures taken when members of the association request to review association records other than Board Minutes or documents that can be obtained by visiting the association website. This policy is derived from counsel's recommendations (letter dated August 12, 2008 on file in KMOCA office) based on the Bylaws of the Association, the Articles of the Hawaii Nonprofit Corporation Act, Chapter 414D and Chapter 421J (Planned Community Associations) of the Hawaii Revised Statutes.

1. To determine whether a member's request encompasses any confidential records, the association member must identify and state with reasonable particularity the records being requested for review.
2. The property manager will review the request. If the requested documentation contains information that is found to be personal or privileged, the board will issue a written statement explaining why the request cannot be fulfilled. If possible, the written statement will offer a modified version of the requested documentation. The modification will remove any information that is considered personal or privileged.
3. For all requested documentation, the board will ask for the member to sign an affidavit (notary not required) stating that the member's request is made in good faith and for the proper purpose (Appendix 1).
4. Upon receipt of signed affidavit, the request will be fulfilled during reasonable business hours time and date to be agreed upon by both parties.
5. Reasonable costs for document duplication to be assumed by KMOCA.