

**ASHTON GLENN HOMEOWNERS ASSOCIATION, INC.
DOCUMENT INSPECTION POLICY**

The Board of Directors of the Ashton Glenn Homeowners Association has a policy that all requests from homeowners must be submitted to the Board in writing.

A member of the Association is entitled to inspect, at a reasonable time and location specified by the corporation, any of the records of the corporation specified in the non-profit corporation act of the State of South Carolina if the member gives the corporation proper written notice at least five working days prior to the requested date. Additionally, the member must specify in writing the type of records so that older files can be retrieved from an off-site archive facility.

Please be advised that the Managing Agent will be charging the Ashton Glenn Homeowners Association for the following:

Labor to receive the member, to produce the records, to accomplish follow-up research, etc.:

\$75.00 per hour minimum; ½ hour increments after the first hour

Trip charge for retrieval of aged files from offsite storage facility:

\$15.00 per trip

Reproduction of Board approved documents and/or records:

\$0.15 per copy

These charges to the Association have been acknowledged by the Board of Directors. The Board will advise if it wishes to set a time limit in order to minimize charges. Of course, Board members are not charged for time to review the records.

Please identify in writing the year of the original invoices and pertinent documents which you wish to inspect (2000, 1999, etc.) so those files can be retrieved from the offsite storage facility. Questions which cannot be answered during the visit will be prepared in writing and distributed to you and the Board.