

RESOLUTION OF THE BOARD OF DIRECTORS

EAGLE CREST MASTER ASSOCIATION

RECORD EXAMINATION AND PRIVACY POLICY

Purpose of the Resolution: Article IX, Section 4 of the Bylaws and the Oregon Planned Community Act ORS 94.670 provide for Association documents to be kept and made available to Owners. The Board of Directors would like to clarify this duty of the Association and to create a policy to protect and promote the privacy and well being of the members of the Association and all occupants of Property in the Eagle Crest Planned Community.

The Board of Directors hereby resolves that:

1. The Association shall maintain a copy, suitable for purposes of duplication, of each of the following: (a) the Declaration, the Bylaws, the Articles, the Policies and Procedures and any amendments or supplements to them, (b) the most recent financial statement of the Association, (c) the minutes of the proceedings of the members, Board of Directors and any committee(s) of the Board, (d) the current operating budget of the Association, and (e) the Association's reserve study. These records will be available for review, within 2 business days after receipt of a written request by an Owner, during normal business hours at the office of the management company located at 7555 Falcon Crest Drive, Redmond, Oregon. The Association, within 10 business days after receipt of a written request by an Owner, shall furnish copies of such documents to the requesting Owner. The Association may charge the requesting member for the actual cost of duplication and mailing of Association records and a minimum service fee of \$10. The Association shall inform the member of the amount of copying and mailing costs, and the member shall agree to pay those costs, before copying and sending the requested documents. The Association shall not be required to make Association records available for review or make copies of Association records for the same member more than once per calendar month. Upon written request, and provided the Owner states the purpose for the request and it is made in good faith and for a proper purpose, the Association shall make such other documents, information and records specified in ORS 94.670 available for duplication during normal business hours as described above. Before copying financial statements or other records of the Association for a member, the Association may withhold or redact information from the Association records for the following reasons:

(a) The release of the information is reasonably likely to lead to identity theft. For the purposes of this section "identity theft" means the unauthorized use of another person's personal identifying information to obtain credit, goods, services, money or property. Examples of information that may be withheld or redacted pursuant to this paragraph include bank account numbers of the Association, members or vendors, social security or tax identification numbers, and check, stock, and credit card numbers.

(b) The release of information is reasonably likely to lead to fraud in connection with the Association.

(c) The information is privileged under law. Examples include documents subject to attorney-client privilege or relating to litigation in which the Association is or may become involved, and confidential settlement agreements.

(d) The release of the information is reasonably likely to compromise the privacy of an individual member of the Association.

(e) The information contains any of the following:

(1) Records of a-la-carte goods or services provided to individual members of the Association for which the Association received monetary consideration other than assessments.

(2) Records of disciplinary actions, collection activities, payments plans of members other than the member requesting the records.

(3) Any person's personal identification information, including without limitation, social security number, tax identification number, driver's license number, credit card numbers, bank account number, and bank routing number.

(4) Agendas, minutes, and other information from executive sessions of the Board of Directors, except for executed contracts not otherwise privileged. Privileged contracts shall not include contracts for maintenance, management or legal services.

(5) Personnel records other than payroll records.

(6) Interior architectural plans, including security features, for individual homes.

The Association, its officers, directors, employee, agent or volunteer shall not be liable for damages to a member of the association or any third party as the result of identity theft or other breach of privacy because of the failure to withhold or redact that member's information under this resolution unless the failure to withhold or redact the information was intentional or willful.

FURTHER RESOLVED, the Association member directories and mailing lists are strictly the property of the Association and shall not be used by members for commercial purposes or dissemination to anyone other than the Association membership, the Association's Manager or agents. To protect the integrity of information about Association business, meetings and events, communications asserting to be from the Board of Directors or the Association shall be approved by and sent through the Association and/or its Manager.

FURTHER RESOLVED, a copy of this Resolution shall be delivered to each owner by electronic distribution unless a written mailed copy is requested, in which case the policy notice will be mailed to such owners.

This Resolution was adopted by the Board of Directors at a meeting duly held February 10, 2012.

President

ATTEST:

Secretary