

**CHAPTER FIFTEEN - Section 15.04**

**READING FILES**

Date: March 17, 1981  
Amended: December 12, 1984  
Amended: September 21, 1989  
Amended: January 25, 2001

**SUBJECT: Reading Files**  
**CONTACT: General Manager**

**I. POLICY**

Reading Files shall be maintained as a convenience to members who wish to be informed of the affairs of the Association and as a historical record of the Association.

**II. APPLICATION**

- A. Reading Files shall be maintained in the Administration Office, the Terrace Room at the Clubhouse, and the Crofton Room at the Golf Shop, and will be available for members' use during regular business hours at each location or by special arrangement. Reading Files shall remain in their assigned locations for not less than three months.

These Reading Files shall include:

- 1. Copies of the background material normally provided the Board of Directors for regular and special open session Board meetings, including meeting agenda, General Manager's and other reports, and approved minutes of regular and special open session Board meetings.
  - 2. Other reports as appropriate.
  - 3. Monthly financial reports.
  - 4. Correspondence and other documents of general interest.
- B. Permanent Reading Files shall be maintained indefinitely in the Resource Room as the historical record of the Lake Monticello Owners' Association. These files will be open for the members' use at that location only. Members are requested to make advance arrangements for use of these files.

Permanent Reading Files shall include, but not be limited to,

- 1. Copies of the background material normally provided the Board of Directors for regular and special open session Board meetings, including meeting agenda, General Manager's and other reports, and approved minutes of regular and special open session Board meetings.
- 2. Other reports as appropriate.
- 3. Monthly financial reports.
- 4. Audio and video tapes of open session regular and special Board of Directors meetings, Annual and Special Meetings of Members, and other meeting and events. (Such tapes shall be retained as

specified in PM 15.13.)

5. Other documents of general interest.

Members may make written requests for copies of documents in open files. A reasonable time period must be expected for copies to be made; a fee will be charged.

**III. RESPONSIBILITY**

The General Manager or his/her designee is responsible for carrying out this policy and for maintaining these files in the manner specified.