

REQUESTING RECORDS FROM THE ASSOCIATION

There are three ways in which unit owners may access association records:

1. **Effective January 1, 2022 – Through a Secure Website/Electronic Portal:** (free of charge)

- Each association **that contains 150 or more units** shall establish and maintain a secure internet website or electronic portal that may be accessed by any unit's owner (*associations with fewer than 150 units are simply encouraged to establish and maintain such a website or portal*).
- On this platform, the association shall make available any documents relating to the association, including, without limitation the:
 - (a) Most recent copy of the declaration of covenants, conditions and restrictions;
 - (b) Articles of incorporation/association/organization, certificate of registration/limited partnership/trust or other documents used to organize the association;
 - (c) Bylaws of the association;
 - (d) Rules and regulations of the association;
 - (e) Annual budget of the association and any *proposed* budgets (historic budgets may also be included);
 - (f) Notices and agendas for any upcoming meetings of the association; and
 - (g) Other non-confidential documents required to be provided by law or regulation [e.g. study of the reserves, financial statement, collection policy, fine schedule, anonymous general violation record, approved meeting minutes, etc.]



2. **By Written Request, receive a COPY of:** (provided within 21 days, electronically free of charge, or physically at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter)

- (a) The financial statement of the association.
- (b) The budgets of the association.
- (c) The study of the reserves of the association.

3. **By Written Request, at a designated business location within 60 miles of the community and during business hours, be permitted a REVIEW of:** (at a cost not to exceed \$10 per hour)

- (a) All contracts to which the association is a party and all records filed with a court relating to a civil or criminal action to which the association is a party.
- (b) All financial and other records of the association, made reasonably available for any unit's owner or authorized agents to inspect, examine, photocopy and audit.

NOTE:

- ✓ Except for meeting minutes, which must be maintained until the common-interest community is terminated, all other books, records and papers of the association must be maintained for at least 10 years.
- ✓ NRS 116.31175(1) regarding access to records does not apply to:
 - (a) The personnel records of the employees of the association, except for those records relating to the number of hours worked and the salaries and benefits of those employees.
 - (b) Any records of the association relating to another unit's owner.
 - (c) Any document, excluding the *budget*, if it is in the process of being developed for final consideration by the executive board and has not been placed on an agenda for final approval.

