

FYI: Millington Records Requests

Millington at Mill Run Condominium Association

You Have The Right To Request Records

- Ohio Law, our own Bylaws, and plain common sense give any unit owner the right to inspect and copy certain condo association records
- These include
 - **Organizing Documents** such as the condominium declaration, bylaws, and rules
 - **Bookkeeping Records** showing receipts and expenditures relating to the common elements of the community
 - **Financial Records** showing the allocation, distribution, and collection of common profits, losses, and expenses
 - **Minutes** of the meetings of the association and the board of directors
 - **Names and Addresses** of unit owners and their respective undivided interests in the common elements

Some Things Are Considered Confidential

- Primarily because of privacy concerns, records relating to the following will not be shared
 - **Individual** condo owner financial matters
 - **Personnel** matters
 - **Legal** communications or attorney work products
 - **Contracts** or transactions currently under negotiation
 - **Enforcement** actions against unit owners;

What's The Procedure?

- Document requests should be sent in writing to Heather. All written requests will be acknowledged within 3 business days.
- Heather will forward the requests to the Board for review.
- Permitted documents will then be collected and made available for review in the conference room.
- If copies are requested, there will be a \$.25 per page charge. If collecting and copying the documents would require more than 1 hour, an additional charge of \$20 per hour will be charged.

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