

**Resolution of the  
Board of Directors  
Glenhaven Lakes Club, Inc.**

A Resolution of the Board of Directors for Glenhaven Lakes Club,  
Inc. regarding disclosure of information and provision of  
documents to members of GLC and non-members.

**Resolution 00-10-01**

Date: October 14, 2000  
Revised February 21, 2004  
Glenhaven Lakes Club, Inc.  
Board of Directors

The following policy will govern the compliance of GLC in respect to availability and provision of certain documents to members and non-members.

Whereas, GLC wishes to provide in a timely and cost efficient manner copies of documents to its members which they request; and

Whereas, requests for documents need to be evaluated on a case by case basis; and

Whereas, all members should receive equal treatment in their request for documents; and

Whereas, requests by non-members and members alike can significantly impact on the day-to-day operation of the administrative office;

Now, Therefore, be it resolved that GLC hereby establishes the following public documents policy:

1. All public documents of GLC are deemed to be available for the review of members except those whose disclosure would constitute an unreasonable invasion of privacy or whose breadth and scope would result in excessive interference with the essential functions of GLC.
2. Requests for copies of documents and pick-up of those documents can be made during the customary office hours of GLC. For the purposes of this policy, the customary hours shall be from 8:00 AM – 5:00 PM, Monday Through Friday, excluding holidays.
3. All requests for documents shall be made in writing, on the form entitled “Glenhaven Lakes Club, Inc. Request For Copies of Documents,” attached as Exhibit A. These forms are available at the Glenhaven Office, or can be mailed to interested parties.
4. Payment for requested copies, including any administrative fees outlined on Exhibit B, Attached, must be received before copies will be made available to the requesting party.

5. GLC has five (5) business days to respond to any and all requests by either notifying the asking party as to the cost of the documents or denying the request. If the request is unclear, GLC staff will contact the requesting party to seek clarification on the requested documents.
6. GLC reserves the right to delete identifying details when it makes available any documents, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by RCW 42.17.310.
7. Any denial of a request will be accompanied by a written statement specifying the reason for the denial.
8. GLC will not give, sell, or provide access to:
  - A. Lists of its members requested for commercial purposes.
  - B. Personal information in files maintained for its employees.
  - C. The contents of real estate appraisals made for and by GLC relative to the acquisition or sale of property until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold.
  - D. Valuable formulas, designs, drawings, and research data obtained by GLC, whose disclosure would produce private gain and GLC loss.
  - E. Preliminary drafts, notes, recommendations, and internal memos.
  - F. Documents which are relevant to a controversy to which GLC is a party but which documents would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
  - G. Applications for employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
  - H. The residential addresses and residential telephone numbers of employees or volunteers of GLC.
9. No original documents shall be removed from the GLC office.
10. The following documents will be available for review at the office:

Covenants & Restrictions	Agenda
Articles of Incorporation	Minutes
By – Laws	Resolution Book

11. All requests for records made by non-members will be reviewed first by the General Manager, who will, in his/her discretion, decide if the request is to be considered by GLC Staff.

Adoption of Forms and Fees:

The Board of Directors for Glenhaven Lakes Club Inc. hereby adopts the attached forms, Exhibit "A" and "B" for records, requests and a schedule of fees.

Adopted by the Board of Directors for Glenhaven Lakes Club, Inc. the 14<sup>th</sup> day of October 2000.

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

\_\_\_\_\_  
(Board Member)

**Exhibit A  
Request for Copies of Records**

**Section I (To Be Completed by Person Receiving the Request)**

Date and Time: _____	ID# _____	Expires _____
GLC Staff Person Receiving the Request and Verifying Identity of requesting Party: _____		

**Section II: (To Be Completed by Requesting Party)**

Name of requesting party: _____
Address of Requesting Party: _____
Telephone: _____
Documents Requested (please be as specific as possible):     
Signature of Requesting Party: _____

**Section III: GLC Response**

_____	The Document(s) you requested is available at a cost of _____. That fee includes \$_____ for photocopying costs (25 cents per page x _____ pages) + an administrative fee of \$_____ for _____ hours of staff research time.
_____	While some information has been deleted, the Document(s) you requested is available at a cost of \$_____. That fee includes \$_____ for photocopying costs (50 cents per page x _____ pages) + an administrative fee of \$_____ for _____ hours of staff research time. Some information has been deleted.
_____	Your request has been denied for the reasons given on the back of this page. Denial has been reviewed by the General Manager.

Date Requesting Party Notified: \_\_\_\_\_ Method of Notification: \_\_\_\_\_

Signature of Notifying Employee: \_\_\_\_\_

**Exhibit B**  
**Glenhaven Lakes Club, Inc.**  
**Schedule of Fees**

**Photocopies:**

Twenty Five (25) cents per page for photocopies of Glenhaven Lakes Club, Inc. documents and the actual postage or delivery charge and the cost of any container used to mail the records to the requestor.

**Administrative fee (cost associated with staff research)**  
\$15 per hour, one (1) hour minimum charge

**ALL FEES MUST BE PAID PRIOR TO GLC COPYING OR PRODUCING THE  
REQUESTED INFORMATION**