

499C.2 Records and documents — access.

1. A unit owners association, a unit owners association's designee, or a unit owners association's management company shall make all of the following records and documents available to a unit owner or the unit owner's authorized agent within ten business days of a request by the unit owner or the unit owner's authorized agent:

a. The organizational documents for the common interest community, including all amendments.

b. The unit owners association's bylaws, including all amendments.

c. The rules of the common interest community, including all amendments.

d. The minutes of the most recently held unit owners meeting, including any financial reports. The minutes must indicate the date, time, and place of the meeting, the names of all persons present at the meeting, each action taken at the meeting, and the results of each vote taken at the meeting.

e. The minutes of the most recently held executive board meeting, including any financial reports. The minutes must indicate the date, time, and place of the meeting, the names of all persons present at the meeting, each action taken at the meeting, and the results of each vote taken at the meeting.

2. A unit owners association, a unit owners association's designee, or a unit owners association's management company may make the records and documents under [subsection 1](#) available to a unit owner or the unit owner's authorized agent via any of the following methods:

a. Paper copy.

b. Electronically to an electronic mail address provided by the unit owner or the unit owner's authorized agent.

c. By posting the records and documents to an internet site maintained by the unit owners association, the unit owners association's designee, or the unit owners association's management company to which the unit owner or the unit owner's authorized agent has reasonable access.

3. A unit owners association, a unit owners association's designee, or a unit owners association's management company may charge a reasonable fee for all records and documents provided under [this section](#). The fee shall not exceed the estimated cost of production or reproduction of the records or documents.

[2023 Acts, ch 137, §2](#)