

## BOARD POLICY RESOLUTION No. 3 (“BP 3”)

### CORPORATE RECORDS

WHEREAS Article V, Section 6.3 of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Policies (“BP” or “Policies”) not in conflict with the Restated Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies shall be titled, numbered and indexed for easy reference and use.

WHEREAS the Restated Articles of Incorporation and the Corporate Bylaws shall take precedence over Board Policies and that the following Board Policy on Corporate Records shall provide instruction, direction and guidelines regarding such and shall remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED the Corporation shall adhere to the following policy regarding Corporate Records:

- A. The following guidelines shall be followed regarding review of corporate records. The process serves to maintain the integrity of RCSC documents while providing access to Members with a legitimate basis for the examination of such records.
  1. A Member wishing to examine corporate records must submit a [Request for Review of Corporate Records Form](#) to the Corporate Office which states the purpose to be served by the review and an itemized statement of the specific documents to be examined.
  2. Must be a Member in good standing for at least six (6) months preceding the request for records.
  3. The request must be made in good faith and for a specific purpose. It shall be at the sole discretion of the Board as to whether the Member has a valid purpose for review of the corporate records requested.
  4. If the request is approved, a date, time and place will be set for the review. If the request is denied, the Member will be notified accordingly.
  5. Review of documents must take place under Board or RCSC employee supervision.
  6. No original records of the Corporation can be removed from the premises during this process. No marks, notations, erasures, or other defacements will be made on any original document(s).
  7. When information is contained in several documents, only one document at a time may be submitted for review. Return of an examined document will authorize release of the next document for inspection.
  8. After completing review of documents, Members may request to have copies of a particular document, which may or may not be granted by the Board. There may be a charge for copies and such other additional charges as permitted by law.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14<sup>th</sup> day of December, 2023 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

\_\_\_\_\_  
Kat Fimmel, President

\_\_\_\_\_  
Jean Totten, Secretary

**RECREATION CENTERS OF SUN CITY, INC.**  
**10626 West Thunderbird Blvd.**  
**Sun City AZ 85351**  
**623-561-4600**

**REQUEST FOR REVIEW OF CORPORATE RECORDS**

I (we) request to review the following documents.

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Your request must be made in good faith and for a proper purpose.

Please provide an itemized statement of the specific records requested and the specific purpose of your request. The records must be directly connected with your purpose.

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Person requesting to review documents must be a Member in good standing for at least six months before the request to review.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Membership Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone number**

**Approved for review:**

**BOARD OF DIRECTORS**

\_\_\_\_\_  
**Date**

By: \_\_\_\_\_

(Please allow at least five business days for processing of the request.)

**DATE OF EXAMINATION:** \_\_\_\_\_

**WITNESSED BY:**

\_\_\_\_\_  
SIGNATURE OF RCSC EMPLOYEE/DIRECTOR

**FORM BP:3**