

Proposed Additions To The Rules & Regulations

SECTION 5- Enforcement Of Rules

- 5.3.4 The Board, at its discretion, may reduce the assessed fine upon compliance by the lot owner.

SECTION 6- Communications And Documentation Requests

• 6.1 Email

6.1.1 Email is the preferred form of communication with the BIB POA Board. The Board strives to answer all questions as soon as possible. However, please remember that the Board is comprised of individuals, so it may take time to reach a consensus for a response. The Board will answer all questions submitted within 10 business days. If a question requires consultation with an attorney, the Board will notify the sender of such within 10 business days. The actual response may then take up to 60 days. Only email sent to bibhoaboard@gmail.com will be considered. Email sent to the personal email addresses of Board members will not be answered.

The Board will strive to respond to all questions. However, at its discretion, the Board may limit responses to one email per month per owner, if the questioner resorts to insults, threats, or unsupported accusations.

• 6.2 Documentation Requests

6.2.1 Owners are allowed to request information from the Board. For general information, the Board will provide such information as soon as possible, subject to the same limitations described in section 6.1.

Owners are allowed to request documentation from the Board, as described in the Bylaws. Please first check the bibhoa.com website for governing documents (CCRs, Bylaws, Rules & Regulations, etc), meeting minutes, and financial statements.

Upon receipt of a request for documentation not available on the website, the Board will provide that documentation within 10 business days. The documents will first be reviewed to insure compliance with applicable privacy requirements and general anti-fraud practices. If this review takes longer than 30 minutes, the requestor will be charged US\$20 per hour. Before the review commences, the requestor will be notified of the estimated charge, and must agree to pay for it.

Documents will be delivered to the requestor in one of two methods:

- 1) Representatives of the Board will meet the requestor at a mutually approved location at BIB where the requestor will be able to review the documents on a digital tablet (i.e. iPad) that will be provided solely for this purpose. The requestor will be allowed to photograph and/or take notes, but will not be provided with an electronic copy.
- 2) The Board will provide the requestor with print outs of the documents. The requestor will be charged at a rate of US\$20 per hour for the time it takes to drive to and from Benque Viejo to print out the documents at a print shop, plus the current US IRS mileage rate, plus the actual cost of the printouts. Electronic copies will not be provided.

At any point in this process, the requestor may be required to pay an estimated 50% deposit before any work commences. The balance will be required before the documents will be delivered. The Board will decide on acceptable methods for payment.

The Board may limit documentation review requests to one 8-hour day per month per owner.