

## **Makaha Surfside (MSS) Oversight Committee Information Sharing Policy**

**Applies To:** Oversight Committee Members, MSS Board of Directors, and AOA Staff

### **1. Purpose**

This policy establishes clear guidelines regarding the sharing of information between the MSS Board of Directors, AOA staff, and the MSS Oversight Committee to support the committee's advisory role while maintaining confidentiality, legal compliance, and organizational integrity.

### **2. General Principles**

- The Oversight Committee is an independent advisory body with access to necessary documents to fulfill its mission.
- All information sharing shall adhere to principles of transparency, need-to-know access, and protection of sensitive data.
- Where doubt exists, clarification must be sought from the Board or legal counsel prior to disclosure.

### **3. Information Permitted for Committee Review**

The following types of information may be freely shared with the Oversight Committee:

- Adopted budgets, financial statements, and monthly/quarterly financial reports
- Governing documents: CC&Rs, Bylaws, House Rules, and board-approved policies
- Approved board meeting minutes
- Reserve studies and capital improvement project summaries
- Committee charters, membership structures, and approved meeting agendas
- Annual Meeting packets and other documents provided to all homeowners
- Official committee correspondence and reports

### **4. Information Requiring Caution or Limited Disclosure**

**The following types of information may be shared with proper safeguards and/or board authorization:**

#### **4.1 Legal Materials**

- Only summaries of legal issues may be shared unless otherwise authorized
- Attorney-client privileged communications may not be disclosed without express board consent

#### **4.2 Homeowner Complaints or Correspondence**

- May be shared only if:
  - Personally identifiable information is redacted, or
  - The homeowner has given written permission to disclose their concern

#### **4.3 Draft Documents**

- Preliminary financials, unexecuted contracts, and pending vendor evaluations must not be shared unless approved for committee review

### **5. Information Restricted from Committee Access**

The following information must not be disclosed to the committee without explicit board approval and/or legal review:

- Executive session materials (including minutes or recordings)
- Employee records, including personnel evaluations, compensation, and internal disciplinary actions
- Confidential legal case files, settlement documents, or litigation strategy memos
- Individual homeowner financial accounts, violation history, or personal contact information
- Any data designated as confidential or protected under law

#### **6. Confidentiality & Oversight**

- Oversight Committee members are required to maintain confidentiality on all materials reviewed.
- Breaches of this policy may result in:
  - Removal from the committee
  - Fines or legal action, in accordance with the AOA governing documents and applicable law

#### **7. Policy Review & Amendments**

This policy shall be reviewed annually by the Board of Directors and may be amended by a majority board vote.

Adopted by the MSS Board of Directors on: [Insert Date]

**Board President:**

**Oversight Committee Chair:**