

HOMEOWNER REQUEST FOR BOOKS & RECORDS

Pursuant to state law and the Association's governing documents and policy, a homeowner may obtain copies of the following records:

- Declaration and all amendments;
- Bylaws and all amendments;
- Articles of Incorporation and all amendments;
- Rules and regulations;
- Minutes of membership meetings within the past 3 years;
- Written communications to members within the past 3 years;
- Statement of Income and Expense, Balance Sheet (and/or Audited Statements, if available) and documents furnished to members;
- A list of the names and addresses of current directors and officers.

These records may be inspected or copied by giving the Association written notice at least five business days before the date you wish to inspect or copy the records. The inspection must take place at a time and place agreed to by the Association, in advance.

Some other documents of the Association may be subject to inspection if, the Association Board determines:

- (1) The member's demand is made in good faith and for a proper purpose;
- (2) The member describes with reasonable particularity the purpose and the records the member desires to inspect; and
- (3) The records are directly connected with this purpose.

Copies of records are charged at \$.25 per page for the actual and reasonable costs of production/reproduction of the records.

PLEASE COMPLETE THE ATTACHED "RECORDS REQUEST FORM" TO INSPECT OR COPY SPECIFIC RECORDS OF THE ASSOCIATION

RECORDS REQUEST FORM

MEMBER NAME: _____ DATE: _____

ADDRESS: _____

HOME TELEPHONE NUMBER: _____

CELL NUMBER: _____

E-MAIL ADDRESS: _____

I request the following books/records of the Association (attach separate piece of paper if necessary):

- a. _____
- b. _____
- c. _____

I certify that my request to review these records is made in good faith and for a proper purpose related to my membership in the Association. Any furnished records will only be used for my purposes as a member and will not be used for any commercial purposes or shared with third parties. My purpose for wanting to inspect or copy the books and records of the Association is as follows:

I understand that copies of records are charged at \$.25 per page for the actual and reasonable costs of production/reproduction of the records.

MEMBER SIGNATURE _____