

ASSOCIATION RECORDS REQUEST

The individual named below requests the following records (please check all that apply and provide specifics where applicable):

- Association Declaration
- Name, address and telephone number of the Association's designated agent
- Association Bylaws
- Association members' names and addresses
- Board meeting minutes, **excluding executive sessions**
Specify Date(s) or Date Range: _____
- Records of association-related committee actions taken
Specify Date(s) or Date Range: _____
- Current fiscal year's operating budget
- Current regular assessments
- Current special assessments
- Bank account statements, transaction registers, association-provided service or utility records, or amounts held in reserve
Specify Records Requested and Date Range: _____

- Most recent financial audit or review
- Contracts entered into by the association or the board on behalf of the association
Specify Contract(s) Requested: _____

- Current insurance, liability, or fidelity policies
Specify Policy(ies) Requested: _____

- Electronic record of action taken by the board
Specify Date(s) or Date Range: _____

Other Association records may be requested for a proper purpose. Please list any other records requested not included above and the proper purpose for requesting those records:

NOTICE: Records of meetings and documents related to the following are not subject to examination and will be withheld: legal advice from an attorney for the board or association; pending or contemplated litigation; or personal, health or financial information about an individual member of the association, an individual employee of the association or an individual contractor for the association.

I understand that the above requests are limited to those records that already exist and that the Association is not required to create records for the purpose of this request. I understand that the Association has up to ten business (10) days to provide the requested records or other reasonable time for records requiring a proper purpose. Records may be provided electronically, made available for review, or provided in hard copy at the discretion of the Association. The Association may charge a fee of ten cents (\$.10) per page for copies.

Applicant's name (print): _____

Applicant's signature: _____

Address: _____

Phone Number: _____

Request Date: _____

Email address: _____