

The Glen @ Horizon Drive Homeowners Association  
Request for Records Review

Person making request:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Cell \_\_\_\_\_

E mail address \_\_\_\_\_

Reason for Request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents Requested:

\_\_\_\_\_ Annual Meeting minutes Dates requested \_\_\_\_\_

\_\_\_\_\_ Board Meeting minutes Dates requested \_\_\_\_\_

\_\_\_\_\_ Balance Statements Dates requested \_\_\_\_\_

\_\_\_\_\_ Income Statements Dates requested \_\_\_\_\_

\_\_\_\_\_ Correspondence Pertaining to \_\_\_\_\_

\_\_\_\_\_ Other (list in detail) \_\_\_\_\_

\_\_\_\_\_ Association membership list \_\_\_\_\_

I understand that the records can only be physically inspected within the management company during normal business hours within five business days of this request or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board. If physical copies of records are requested to be mailed, faxed, or electronically mailed, a per page charge of \$0.10 plus office staff time to copy the records will be billed and due. Additional mailing charges may apply. These charges shall be at the Owner's expense and may be collected by the Association in advance. Those items that are between the Board of Directors and an attorney are not open for review. Items that are of a personal nature shared with the Board by a specific Association member will not be open for review.

\_\_\_\_\_  
Signature of person making request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member or Management Company

\_\_\_\_\_  
Date