

WINLSOW ESTATES CONDOMINIUM OWNERS ASSOCIATION

Request to Inspect Records

Approved 12-17-2020

Instructions:

This request form must be completed by any owner desiring to inspect or receive copies of any Association books of account, meeting minutes, membership roster, or other Association documents. A minimum of fifteen business days is needed to process a request. If there is a question with any request, the owner will be notified within a reasonable amount of time of the reason for any delay.

The Association requires that the owner provide the reason for each record requested and the intended purpose of the request to protect the Association and personal confidences where necessary. The Association's goal and intent is to allow inspection of most Association documents. However, given the personal and legal nature of some documents, the Association must place reasonable restrictions on the inspection process. This includes a requirement that any inspection take place in the presence of an Association representative.

Inspections of the Association's records will take place during normal business hours at: Association office or at such location as the Board designates.

Copying charges are \$0.25 per page and a minimum clerical fee of \$25.00 for the copying of pages 1 through 50 plus an additional clerical fee of \$25.00 for every additional increment of 50 pages copied. The actual cost of all mailing charges will also be the owner's responsibility. To preserve the sanctity of the records, a physical records inspection requires the presence of a staff member.

You, the owner, agree to pay \$25.00 per hour in quarter hour increments for staff attendance at the records inspection. All inspection, copying, and mailing charges will be assessed to the home owner's account or paid in advance, as the Board so decides.

This form must be completed in full, signed, and dated in order to process the request.

Owner's Name:

Address: _____ Phone Number(s): _____

Record Requested Reason and Purpose of Request

1. _____

2. _____

3. _____

4. _____

Preferred inspection dates and times:

Do you anticipate making copies of any records to be inspected? ____ Yes/ ____ No

If you prefer receipt of copies of the records listed above via regular U.S. Mail to an actual inspection, please check here: ____

Requests for mailed copies of records will be filled within 30 business days of receipt. The charges listed in the instructions will be assessed to your account. If the charges are expected to exceed \$25.00, do you wish to receive a total estimate of the charges before receiving the records?

____ Yes/ ____ No

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I hereby agree not to use or distribute any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than as stated above. I agree to indemnify, defend, and hold Winslow Estates Condominium Owners Association, its board members, officers, and its managing agent, and their respective successors, heirs, and assigns, harmless from any claim made or damage sustained by any person arising from, related to, or concerning my inspection, use, or receipt of copies of Association records for any reason(s) or purpose(s) other than as stated above. I further consent and agree that all inspection and copying charges incurred in accordance with this request, as outlined above, will be assessed to my account or paid in advance, as directed by the Board.

Owner Signature

Date