



MS 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: _____

Association membership list: _____

Other (list in detail): _____

I understand that the records can only be physically inspected within the presents of a Board of Director 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 or faxed, a per page charge of \$0.10 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 Date