

Pritchard Mesa Estates II Homeowners Association, Inc.
Request for Record 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 (5) business days of this request or during the next regularly scheduled owner or Board meeting occurring within thirty (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 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. Items that are between the Board of Directors and an attorney are not open for review. Items that are of personal nature shared with the Board by a specific Association member will not be open for review.

Signature of person making request

Date
