

**AVENBURY LAKES HOMEOWNERS ASSOCIATION, INC.**  
**REQUEST FOR RECORD INFORMATION**

Homeowners who satisfactorily complete a "Request for Records" form (see attached), giving **specific detail** as to the reason and purpose of the request, **to the satisfaction of the Board of Directors or their agent**, should expect a **response from the Business Office within 24 hours of the receipt of the written request. The response will consist of an estimate of time, and associated costs, needed to appropriately complete the request.** Once timing and cost estimates are accepted by the owner a date for review or pick-up of the appropriate requested information will be given, as well:

- **Written requests on the attached form** should be submitted in person or by mail. Appropriate information can be picked up/reviewed at the Business Office at 2122 Southampton Lane. There will be a charge for duplication of the appropriate material requested, with the exception of a request for a copy of meeting minutes, financial reports and/or budgets which **accumulatively** take less than 15 minutes to compile and/or copy. These specific documents are on site and can be reviewed at no cost. A request for copies of **other types of documents** shall incur charges of \$.15 per page, plus handling/labor fees of \$15.00 for every fifty (50) pages copied. Mailing any copied information will also require postage fees be charged.

- Requests, of any materials, taking more than 15 minutes to **compile and/or copy** will be billed at an equivalent \$15.00 dollars per hour labor plus copy and paper costs of \$.15 per page. These requests may require off site research and compiling. Mailing the information will also require additional appropriate postage fees be charged.

If the Owner is requesting an inspection with an Association representative, every attempt to honor that request will be made. However, if only copies are requested, no representative will need to meet with the Owner. Inspections of the Association's records must take place during normal business hours with a preset appointment at the office of the Association's Property Manager, located at, **2122 Southampton Lane, Avon, Ohio 44011.**

**Invoices/Contracts:** associated charges as defined above,

- An Owner can request copies of paid invoices. Copies do not require a representative meeting with the Owner. Inspections require a representative be present.

- An Owner can request copies of approved contracts but no competitive bids will be available for review, copy and/or distribution.

- A form must be submitted citing the specific reason for the request and the purpose of the request **explained in detail and to the satisfaction of the Board of Directors or their agent.** If the purpose is not stated, or is not complete with acceptable specific details, the Board will ask for more information which may delay the fulfilling of the request.

**Instructions:** This request form must be completed by any Owner desiring to inspect or receive copies of any permitted Association documents. A minimum of twenty-four (24) hours is needed after Owner's acceptance of any associated costs and timing. The Association's intent is to allow inspection of most Association documents. However, given the personal, proprietary, and legal nature of some documents, the Association must place reasonable restrictions on the inspection and copy process.

**Request for documents that take less than 15 minutes:** Copying charges shall be \$.15 per page, plus a handling/labor fee of \$15.00 dollars for every fifty (50) pages copied.

**Requests for documents taking more than 15 minutes to complete:** will be billed at an equivalent \$15.00 dollars per hour labor plus copy and paper costs of \$.15 per page. These requests may require off site research and compiling. Mailing the information will also require additional appropriate postage fees be charged.

All appropriate labor costs, copying and mailing charges are the responsibility of the Owner and are payable in full prior to the Owner's receiving any copies and/or document review. All inspection, copying, and mailing charges will be assessed to the owner's account.

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

UNIT OWNER'S NAME: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

If the request is made through an owner's agent or attorney, please attach a copy of the owner's signed authorization of the agent or attorney's appointment.

Please list and number the Association records you wish to inspect (please be as specific as possible):

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For each of the records listed and numbered, please provide the reason and purpose for the inspection request. If additional room is needed, please attach a sheet hereto:

Record Requested Reason and Purpose of Request

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Preferred inspection dates and times:

\_\_\_\_\_

Do you anticipate making copies of any records to be inspected?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you prefer mail receipts of copies of the records listed above to an actual inspection, please check here:

\_\_\_\_\_.

Requests for mailed copies of records will be filled within three (3) weeks of receipt. The charges listed in the instructions will be assessed to your account. If the charges are expected to exceed \$50.00, do you wish to receive a total estimate of charges before receiving the requested documents? \_\_\_\_\_ Yes \_\_\_\_\_

No

**Confidentiality and Waiver Clause**

I hereby agree not to use, distribute, or disseminate any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than is stated above. I agree to indemnify, defend, and hold Avenbury Lakes Homeowners Association, Inc., its Board of Directors and its managing agent, and their successors, heirs, and assigns, harmless for any claim or damage made or sustained by any person arising from, related to, or concerning my inspection or receipt of copies of Association records. I further consent and agree that all inspection and copying charges incurred pursuant to this request, as outlined above, will be assessed to my account.

\_\_\_\_\_  
DATE UNIT OWNER'S SIGNATURE

Adopted: July 31, 2009: Board of Directors /dl