**EVANS MILL POND OWNERS ASSOCIATION**

**REQUEST TO EXAMINE AND COPY BOOKS AND RECORDS**

**Cost Schedule**

Rate for Processing Costs: $\_\_\_\_\_ per hour

Rate for Custodial Services Costs: $\_\_\_\_\_ per hour

The charges shall be billed at \_\_\_\_ minute increments.

Copies shall be billed at a rate of $\_\_\_\_ per page for black and white copies and $\_\_\_\_ per page for color copies.

Mailing costs shall be billed at any actual rate imposed by the U.S. Postal service for standard first class mailing, unless the Member requests an alternative mailing method, in which case all actual rates imposed by the requested carrier shall be billed directly through to the requesting party.

**EVANS MILL POND OWNERS ASSOCIATION**

**REQUEST TO EXAMINE AND COPY BOOKS AND RECORDSEVANS MILL POND OWNERS ASSOCIATION**

**REQUEST TO EXAMINE AND COPY BOOKS AND RECORDS**

MEMBER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL:

I hereby request the Association to provide me with the right to examine and copy the books and records of the Association, subject to the procedures stated in Administrative Resolution No. 13-\_\_\_\_\_.

1. The books and records that I wish to examine or copy are:

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I certify that my request is not for commercial purposes or my personal financial gain. The purpose of my request is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Please state whether you wish to examine the Association’s books and records: Yes \_\_\_\_\_\_\_\_\_; No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you select “No”, the Association will presume that you are seeking copies of the requested above.
2. I acknowledge that my rights to examine the Association’s records are subject to the procedures set forth in Administrative Resolution No. 13-\_\_\_, which, by this reference, is incorporated herein.

Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_