

REQUEST FOR ACCESS TO ASSOCIATION BOOKS AND RECORDS
Seagate Village POA

Member Name: _____ Date: _____

Address: _____

Tel #: _____ Email: _____

Pursuant to the Master Deed & Bylaws, I hereby request that Seagate Village POA / Beach Property Management provide access to the books and records of the association. (There is a waiting period of at least 24 hours)

- 1) The books and records that I wish to review are:
- a) _____
 - b) _____
 - c) _____

- 2) I certify that my request to review the books and records of the association is for a proper purpose related to my membership in the association, and that this request is not for commercial purposes or my personal financial gain. Specifically, my reason for wanting to review the books and records of the association is as follows:

I acknowledge and accept the association's records access and inspection procedures. I acknowledge and accept that the books and records of the association will be made available to me only at such time and place as the association's policy provides, and that there may be a cost associated with making these documents available to me. I agree to pay any costs associated with reviewing the books and records of the association, including but not limited to the actual and reasonable costs of labor and photocopying material. I further acknowledge that these costs may be required of me prior to reviewing the books and records.

Member Signature: _____ Date: _____

For office use only:

Request received by: _____ Date: _____

Notes: _____

