

Creekside I Homeowners' Association Inspection and Copying of Records Request Form (RRF)

I. INSTRUCTIONS

When to Use This Form

The purpose of this form is to provide a written request to inspect and copy records of the Creekside I Homeowners' Association. All requests must use this form.

Pursuant to the Policy of Creekside I Homeowners' Association Regarding Policy and Procedure for Inspection and Copying of Association Records ("POLICY"), an Owner or his/her authorized agent is entitled to inspect and copy any of the books and records of the Association, subject to exclusions as permitted and required by law, upon submission of a written request to the Association describing with reasonable particularity the records sought.

Payment of Fees

As outlined in the POLICY, any Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association to copy such records for the owner. The Association may require a deposit equal to the anticipated actual cost of the requested records. Failure to pay such deposit shall be valid grounds for denying an Owner copies of such records. If after payment of the deposit it is determined that the actual cost was more than the deposit, Owner shall pay such amount prior to delivery of the copies. If after payment of the deposit it is determined that the actual cost was less than the deposit, the difference shall be returned to the Owner with the copies.

Submission

Complete Section II of this form including your signature. Unsigned forms will be returned.

Please email a signed copy of this form to the Secretary of the HOA:
secretary@creeksideneighborhood.com.

Requests may be submitted by Standard Post:

Creekside I Homeowners' Association
P.O. Box 2510
Longmont, CO 80502

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II. REQUEST DETAILS

The following section to be completed by Owner

RRF Submittal Date (mm/dd/yyyy)

Owner/Authorized Agent (Applicant) Contact Information

Name of Owner/Authorized Agent

Address

Telephone

Email

Inspection and Copying of Records Request

Describe with reasonable detail the specific records you wish to inspect and copy. Vague or incomplete descriptions will require further clarification prior to fulfillment of the request.

Owner/Authorized Agent Signature and Date

I/we understand that Association records and the information contained within the records shall not be used for commercial purposes.

Name

Date

NOTE: UNSIGNED FORMS WILL BE RETURNED

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III. REQUEST FULFILLMENT

This section to be completed by the Secretary of the HOA

RRF Reference Number

RRF Receipt Date

Estimated Cost

Deposit Required

Date of Receipt of Deposit

Date of Fulfillment

The above named request was fulfilled by me in accordance with the Policy of Creekside I Homeowners' Association Regarding Policy and Procedure for Inspection and Copying of Association Records.

Name

Date

The entirety of the request (the completed form and electronic copies of all documents provided) shall be archived in the files of the Secretary of the HOA.