

PINEBROOK HOMEOWNERS ASSOCIATION INFORMATION REQUEST FORM

Date Received: _____

Homeowner: _____ Lot # _____

Phone # _____ Email: _____

Is this phone number unlisted? Yes No

The information being requested is in regards to my own properties(s) Yes No

If no, please read below for processing fee.

Processing Fee Cost: Requests not related directly to your property(s) are subject to 20 cents per page copying fee. If the information requested is extensive or time consuming a \$30 per hour or \$5 for every 10 minutes will be charged. **Requests for information will only be accepted in writing.**

Note: "The office staff and Board Members time is limited and valuable" so only one item per request form will be accepted Anything more will be returned to the requestor to resubmit properly.

Documents requested:

- | | | | |
|--|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Board Minutes | <input type="checkbox"/> CC&R's | <input type="checkbox"/> Map of Pinebrook | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Gutters | <input type="checkbox"/> Painting | <input type="checkbox"/> RV Lot |
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Pinebrook Rules | Other: _____ |

Please explain simply and concisely your request:

Office use only:

<p>Request is accepted? <input type="checkbox"/> Yes</p> <p>Date responded _____</p> <p>Position _____</p> <p>Signature _____</p>	<p>Request is NOT accepted</p> <p>Date returned to homeowner _____</p> <p><i>Please resubmit your request: Unclear request/or have submitted more than one request on this form</i></p> <p>Date responded _____</p> <p>Position _____</p> <p>Signature _____</p>
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