

HOMESTEAD OWNERS ASSOCIATION INC.

Documentation Request Form and Policy

Please completely fill out this form to request one or more of the following documents. You may choose to receive the documents via email in PDF form or in the form of a copy. If you would like a hard copy of a document you will be charged 25 cents per page and may be collected by the association in advance. All requested documents will be available to pick up within 5 business days or at the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board. The phone number listed below will be called when your documents are finished and ready for pickup. Homeowners who are selling their property are required to provide, and will receive at no charge a "sellers" packet.

I would like the documents in:

- PDF form via email Physical Copies (25 cents per page) Examination in person – appointment date and time requested _____
Email Address: _____

Please check the boxes of all documents you would like to receive:

- Articles of Incorporation
- Declaration of Covenants, Conditions, and Restrictions
- Bylaws
- PUD Guidelines for Filing 1
- PUD Guidelines for Filing 2
- PUD Guidelines for Filing 3
- PUD Guidelines for Homestead Open Space
- Architectural Standards and Guidelines
- Yearly Accountant Reviewed Financial Report Year: _____
- Past Board of Directors Meeting Minutes Month/Year: _____
- Past Newsletters Month/Year: _____
- Past Surveys sent out Month/Year: _____
- Past approved financials Month/Year: _____
- Past Budgets Month/Year: _____
- Current Budget
- List of Board Members & their contact information
- Homestead Owners Association Rules and Regulations including all policies
- Homestead Court Club Rules and Regulations
- New Homeowner Welcome Packet
- Homestead insurance policy discloser list
- A "sellers" packet including Buyer acknowledgment form to be returned to Homestead.

Name: _____ Date: _____

Account #: _____ Phone Number: _____

Purpose for request: _____

Note: We are unable to give out any information regarding Homeowners phone number, address, email address, social security number, DRC submitted complaints etc. for privacy purposes. Membership Lists will not be given out without consent of the Board of Directors. Documentation will only be given out to current Homestead Homeowners or persons who are under contract to purchase a Homestead property. Homestead management reserves the right to deny any records request whose purpose is not in "good faith". Association records, including membership list, shall not be used by any owner for: Any purpose unrelated to an Owner's interest as an owner; the purpose of solicitation; any commercial purpose; for the purpose of giving, selling, or distributing such records to any person; or any improper purpose as determined in the sole discretion of the Board.

To be filled out by staff:

Date Completed: _____ Amount Charged: _____

Staff Member who completed request: _____