

Meadows of Walden Request to Inspect Records Form

Many Association records are available on the Association's website/portal, including copies of the Declaration and Bylaws (or Code of Regulations). These records can be viewed by owners at any time without completing this form. Please look at the website/portal first and only use this form for records that are not available online.

Instructions: This request form **must** be completed by any owner desiring to inspect or receive copies of any Association books and records of account, meeting minutes, membership roster, or other Association documents that are not available on the Association's website/portal. An owner may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the owner's behalf. A minimum of five business days is needed to process a request. If there is a question or issue with any request, the owner will be notified within a reasonable amount of time of the reason for any delay. *The following types of records are not available for inspection:*

- *Personnel/employee matters;*
- *Communications with legal counsel or attorney work product;*
- *Contracts or transactions currently under negotiation or information that is contained in a contract or other agreement containing confidentiality requirements;*
- *Enforcement of the Declaration, Bylaws, or rules against other owners or occupants;*
- *Matters or issues the disclosure of which is prohibited by state or federal law.*

The Association requests that the owner provide the reason for each record requested and the intended purpose of the request to protect the Association and personal confidences where necessary. The Association's goal and intent is to allow inspection of most Association documents and records. However, given the personal and legal nature of some documents, the Association must place reasonable restrictions on the inspection process. This includes a requirement that any in-person inspection take place in the presence of an Association representative.

Many Association records are kept in a digital format and can be emailed to owners for their review. In person inspections of the Association's records will take place during normal business hours at:

KareCondo 1896 Georgetown Rd., Hudson, Ohio, 44236.

Other than the Association annual meeting minutes from the previous five annual meetings, the owner must pay:

1. \$.20 per page for copying regular or legal-sized records. In addition, the owner must pay a minimum clerical fee of \$20.00 for the copying of up to 50 pages plus an additional clerical fee of \$10.00 for every increment of 50 pages copied thereafter;
2. \$.20 per page to scan in and email any paper or printed documents, plus a minimum clerical fee of \$20.00 for the scanning up to 50 pages, plus an additional clerical fee of \$10.00 for every increment of 50 pages scanned-in thereafter;
3. \$.20 per page to email any documents or other information that is already in electronic format; and,
4. \$ 50.00 per hour, in quarter hour increments, for administrative costs associated with organizing and emailing electronic copies of Records

This form must be completed in full, signed, and dated to process the request.

* Required Field

* Owner's Name: _____

* Address: _____

Phone Number(s): _____

Email Address: _____

* Record(s) Requested AND Reason and Purpose of Request

1. _____ / _____

2. _____ / _____

3. _____ / _____

4. _____ / _____

5. _____ / _____

Please choose one of the following:

____ I would like to have the requested records emailed to me

____ I would like the requested records to be sent to me via U.S. Mail

____ I would like to inspect the requested records in person

Preferred in-person inspection dates and times:

Do you anticipate making copies of any records to be inspected? ____ Yes ____ No

Requests for records will be filled within ____ business days of receipt. The charges listed in the instructions will be assessed to your account. If the charges are expected to exceed \$25.00, do you wish to receive a total estimate of the charges before receiving the records? ____ Yes ____ No

I agree not to use or distribute any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than as stated above and to not alter any Association records. I agree to indemnify, defend, and hold the Association, its board members, officers, and its managing agent, and their respective successors, heirs, and assigns, harmless from any claim made or damage sustained by any person arising from, related to, or concerning my inspection, use, or receipt of copies of Association records. I further consent and agree that all inspection and copying charges incurred in accordance with this request, as outlined above, will be assessed to my account or paid in advance, as directed by the Board.

Owner Signature

Date

Return this completed and signed form to:

**KareCondo
P.O. Box 1714
Stow, OH 44224**

Or email to Emma Haney at: ehaney@karecondo.com