



**PINE MOUNTAIN LAKE ASSOCIATION**  
**REQUEST FOR ACCESS TO BOOKS AND RECORDS**

**PROPERTY OWNER REQUESTING INFORMATION:**

**NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**UNIT** \_\_\_\_\_ **LOT** \_\_\_\_\_

Pursuant to the Pine Mountain Lake Association's (the "Association") Governing Documents, I hereby request access to the books and records of the Association for the purpose of examination and/or copying.

1. The books and records that I wish to review are (attach separate piece of paper if necessary) PLEASE BE SPECIFIC:

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. 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 during reasonable business hours at the Association's Administration Office, and that there may be a cost associated with making copies of such records. I further acknowledge that some or all of the records requested may be available on the Association web site at no cost to me, but that nevertheless I hereby request copies of such records at appropriate cost to me. I agree to pay all 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.

**SIGNED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Property Owner**

**THE ASSOCIATION OFFICE WILL MAKE A RESPONSE TO THIS REQUEST WITHIN TEN (10) BUSINESS DAYS.**

**ASSOCIATION OFFICE USE ONLY/INFORMATION GIVEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: THIS FORM WAS PREPARED IN CONJUNCTION WITH ARTICLE XIV, SECTION 14.01, OF THE PMLA BY-LAWS "INSPECTION OF BOOKS AND RECORDS".**