

# PRESCOTT LAKES COMMUNITY ASSOCIATION

## POLICY REQUEST TO REVIEW/INSPECT ASSOCIATION RECORDS ARIZONA PLANNED COMMUNITY

---

**Purpose:** To facilitate the statutory requirement of making the Association documents and records reasonably accessible to its ownership upon request.

1. Per A.R.S. § 33-1805 (a), all financial and other records of the association shall be made reasonably available for examination by any member or any person designated by the member in writing as the member's representative.
2. Requests to review, inspect and/or duplicate Association records shall be made formally in writing by completing the attached form and returning it to the Association Manager and/or the Board of Directors.
3. The request will be specific as to the desired records and/or documents to be reviewed, inspected and/or duplicated and the purpose, reason and intent for said action.
4. Any and all requests received that reference documents beyond those listed below will be submitted to the Association Board of Directors for review and approval.

Association Documents:

- Articles of Incorporation
  - Bylaws
  - Declaration of Covenants, Conditions & Restrictions
  - Documents recorded with the county recorder
5. The Board of Directors may refuse any request made for documents if information contained within said documents/records falls under the closed records definitions and provisions of A.R.S. § 33-1805 (b) and A.R.S. § 10-11602(F).
  6. Upon receipt of any written request to review/inspect Association records, the Association shall have ten (10) business days to fulfill the request.
  7. The Association will charge a fee for making copies of fifteen cents (.15) per page as allowed per A.R.S. § 33-1805 as well as any necessary postage costs.
  8. There will be no charge for requests for electronic records, which will be handled per the policy requirements above

**Subject the right of the Association to withhold certain documents and/or materials as defined and set forth in A.R.S. Section 33-1805 and A.R.S. Section 10-11602 (F) referenced below:**

---

A.R.S. Section 33-1805 (B) & (C):

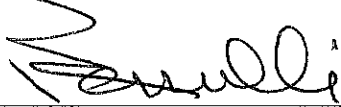
(B) - Books and records kept by or on behalf of the association and the board may be withheld from disclosure to the extent that the portion withheld relates to any of the following:

1. Privileged communication between an attorney for the association and the association.
2. Pending litigation.
3. Meeting minutes or other records of a session of a board meeting that is not required to be open to all members pursuant to section 33-1804.
4. Personal, health or financial records of an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association, including records of the association directly related to the personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association.
5. Records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.

(C) - The association shall not be required to disclose financial or other records of the association if disclosure would violate any state or federal law.

Adopted: 01.08.2015

BY: \_\_\_\_\_



DATED: \_\_\_\_\_

10-15-15

  
**PRESCOTT LAKES**  
**COMMUNITY ASSOCIATION**

**OWNER REQUEST FOR  
 ASSOCIATION RECORDS**

1. **Purpose:** Owners requesting to either review and/or copy Association Records will be required to complete the following request for documentation.
2. **Authorization:** All members are permitted access to or copies of the Association Records; and the association shall have ten (10) business days to fulfill said request per A.R.S. § 33-1805.

<b>Name of Member</b>	
<b>Address</b>	
<b>Account Number (EMAIL)</b>	
<b>Phone Number</b>	

**I request copies of the following documents/information as noted below for personal review and/or for Association purposes. The information will not be used for any commercial or illegal purposes.**

<b>Record # 1</b>	
<b>Record #2</b>	
<b>Record #3</b>	

*(attach additional pages as needed)*

- I prefer to come to the Association/Management office to review these records and/or documents and understand that a specific date & time will be arranged for this review.
- I prefer to have the records emailed to me.
- I prefer to have the records copied and mailed to me if feasible and understand that I will be charged .15 per page and for the postage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR HOAMCO USE ONLY	
<b>Date Completed:</b>	
<b>Completed By:</b>	
<b>Payment Received</b>	