



**Process to Review Documents for the  
Mariners' Marina Condominium Association (MMCA)**

1. The request should be sent to the MMCA Board at the MMCA mailing address via certified mail. The request should be specific regarding the documents being requested for review, time period, desired format, source of data, etc. The requester's contact information should be provided including full name, slip(s) that are owned, mailing address, phone number, cell phone number, work phone number, and email address. The request must also include a proper purpose for the request. The burden of proof is upon the requesting party to establish that the request is based on a proper purpose.
2. The MMCA will respond with their best estimate of the time and costs required to assemble the requested documents for review, if they exist. Included in this time estimate will be an estimate of the labor required to assemble the documents and any associated billing. Individual Board member time will be billed at \$25 per hour in one hour increments with a minimum of one hour. Also included will be estimated outside professional costs (e.g. auditor, lawyer, etc.). Finally, all other costs, including but not limited to, office supplies, postage, vehicle expenses, and copying costs, as applicable, will be added to the final estimate. This estimated billing will be detailed and sent to the requesting party within eleven business days of the receipt date of the certified mail request, subject to outside resource availability (e.g. auditor, lawyer, etc.), as applicable, unless extenuating circumstances (e.g. Holidays, vacations, peak MMCA business periods, etc.) apply.
3. Once payment is received from the requesting party, the MMCA Board will begin to assemble the requested documents to the best of their ability. Actual document availability will be subject to the same outside resource availability constraints (e.g. auditor, lawyer, etc.), as applicable, and mitigating circumstances (e.g. Holidays, vacations, peak MMCA business periods, etc.).
4. Once the documents are ready for review, the MMCA Board will specify the date, location, and time of the document review. This time will be within normal business hours, Monday through Friday, 8 a.m. to 4 p.m. Documents may not be copied or leave the document review location. At least one Board member must be present during the document review and this time will be included in the estimated costs for the document review.

See Section 19 of Illinois Condominium Act for further details - 765 ILCS 605/19.