



**Process to Request Information or Documents from 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 information being requested, 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 information. Included in the time estimate will be an estimate of the labor required to assemble the request 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 mitigating 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 information to the best of their ability. Actual information availability will be subject to the same outside resource availability (e.g. auditor, lawyer, etc.), as applicable, as well as extenuating circumstances (e.g. Holidays, vacations, peak MMCA business periods, etc.).
4. Once the requested information is ready, the MMCA Board will send the material to the requesting party via certified mail at the requesting party's expense (this expense will be included in the best estimate of time and costs).

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