Use this form to request information to which you may be entitled. All requests are reviewed by SCPOA’s management company before being forwarded to the SCPOA Board for consideration. Verbal requests

shall not be accepted unless required by law.

Complete all sections of the form – incomplete forms will not be accepted.

All member information shall be held strictly confidential by the SCPOA Board of Directors.

Member information: (Items marked by \* are required.)

\*Name:       \*Property: Unit  Lot #     or

\*Member’s Swansboro property Address:

\*Mailing address if different from above

\*Phone:      Email

Best method to contact you:

\*Check all that apply; Phone , Email , Mail

\* Requested Information and reason for request: (Note: only those items allowed by law will be considered.)

\*Date:      \* Member’s signature

(If this form is sent electronically you affirm that any electronic signature is yours and used with your consent.)

Please email your form to sarah.hinton@managementtrust.com, fax to: Swansboro (916) 985-3744 or simply mail to: Swansboro, c/o The Management Trust, PO Box 1459, Folsom, CA 95763-1459. To e-mail this form copy and paste the form, beginning below the logo, and paste into your e-mail. Type ‘Swansboro Information Request’ in the subject line.