

## HOMEOWNER REQUEST FOR COPIES OF DOCUMENTS

To: Four Seasons Park HOA Board of Directors

Date: \_\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_

### Re: Request for Copies of Documents

Dear Board of Directors,

As a member of the Four Seasons Park HOA, I hereby request copies of the following documents from the Four Seasons Park HOA Board of Trustees. Please send the copies of the requested documents to the address above.

Description of Documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

For questions or clarifications, please do not hesitate to contact me.

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sincerely,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*TO BE FILLED UP BY THE BOARD ONLY\*

**Board Member Handling Request:** \_\_\_\_\_

**Per RCW 64.90.495, all requests for information and documents shall include all pages of the requested record(s) without redaction or alteration (except as provided in RCW 64.90.495(3)) within the time specified in the RCW.**

**List of omitted and/or redacted documents and reason requested documents could not be delivered per RCW 64.90.495.**

**Date Delivered:** \_\_\_\_\_

\_\_\_\_\_  
Board Member Name & Signature

\_\_\_\_\_  
Board Member Name & Signature