

# Tinkers Green Homeowners Association

## REQUEST TO INSPECT RECORDS

### INSTRUCTIONS

This request form must be completed by any member desiring to inspect or receive copies of any Association books of account, including but not limited to meeting minutes, membership roster, financial reports, or other Association documents. A minimum of seven to ten **(7-10)** business days is needed to process a request. If the board has a question with any request, the homeowner will be notified within a reasonable amount of time explaining the delay. The Association requires that the homeowner provide the reason for each record requested and the intended purpose or use of the requested document to protect the Association and personal confidences where necessary.

The Association's goal and intent is to allow inspection of most Association documents. However, given the personal and legal nature of some documents, the Association must place reasonable restrictions on the inspection process. This includes a requirement that any inspection take place in the presence of an Association representative and a limit of one request per month. Inspections of the Association's records shall take place during a mutually agreed upon time and location.

If a copy of an inspected document is requested, copying charges are **\$2 per page**. The actual cost of all mailing charges will also be the homeowner's responsibility. To preserve the sanctity of the records, a physical records inspection requires the presence of a board member. All copying and mailing charges will be paid in advance (if mailed) or at the time of inspection when copies are requested.

This form must be completed in full, signed, and dated to process the request. Please submit all requests to **board@tinkersgreenhoa.com** or via U.S. mail to **P.O. Box 2061, Streetsboro, OH 44241**

Owner's Name: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

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

Record Requested: \_\_\_\_\_

Reason and intent of documents requested:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*If the Association determines that the reasons and purposes provided by the homeowner are not legitimate or do not comply with the Association's rules and regulations, the Association reserves the right to reject the records inspection request. The Association shall notify the homeowner in writing of the decision to reject the request, providing the specific reasons for the rejection. In such cases, the*

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*homeowner shall be given the opportunity to amend and resubmit the request with proper and valid reasons for the inspection.*

**Preferred inspection dates and times:** \_\_\_\_\_  
\_\_\_\_\_

Do you anticipate making copies of any records to be inspected? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If you prefer receipt of copies of the records listed above via regular U.S. Mail to an actual inspection, please check here: \_\_\_\_\_

Requests for mailed copies of records will be filled within seven-ten **(7-10)** business days of receipt.

The charges listed in the instructions will be payable before copies are mailed. If the charges are expected to exceed \$25.00, do you wish to receive a total estimate of the charges before receiving the records? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**It is crucial for homeowners to adhere to the rules and regulations set by the Tinkers Green Homeowners Association, as well as to respect the privacy and confidentiality of contractor information. If a homeowner has concerns about the contractor's information being disclosed, they should address these concerns with the HOA Board and follow the proper procedures for inspecting and accessing the relevant documents in a lawful and authorized manner.**

1. I {PRINT NAME} \_\_\_\_\_ hereby agree not to use or distribute any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than as stated above. I agree to indemnify, defend, and hold Tinkers Green HOA, its board members and officers and their respective successors, heirs, and assigns, harmless for any claim made or damage sustained by any person arising from, related to, or concerning my inspection, use, or receipt of copies of Association records. I agree to not exercise my inspection rights in order to harass any other owner, resident, trustee, or employee. I also agree to conduct myself in a reasonable, businesslike manner throughout the inspection process."

**I further consent and agree that all inspection and copying charges incurred pursuant to this request, as outlined above, will be paid in advance, as directed by the Board.**

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

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## FOR ASSOCIATION USE ONLY

Date Received: \_\_\_\_\_ ☐ Approved ☐ Rejected Date: \_\_\_\_\_

Place of Inspection: \_\_\_\_\_ Date & Time of Inspection: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_

Reasons for Rejection or Special Provisions for Approval

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