

# MEMBER RECORDS REQUEST FORM



Owner Name \_\_\_\_\_

Address of Tahoe Donner Property \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Purpose for asking to inspect and/or copy the following records is \_\_\_\_\_

|   |   |  |   |  |   |
|---|---|--|---|--|---|
| <input type="checkbox"/> I would like to                            | [ | <input type="checkbox"/> Review/Inspect    | ] | <input type="checkbox"/> This fiscal year                    |   |
| <input type="checkbox"/> I would like to appoint an agent behalf to |   | <input type="checkbox"/> Copy              |   | Association records from                                     | <input type="checkbox"/> Each of two prior fiscal years |
|   |   | <input type="checkbox"/> Receive copies of |   | <input type="checkbox"/> All available<br>Note: Minutes Only | <input type="checkbox"/> Other                          |

Agent name (if necessary) \_\_\_\_\_

I  am  am not willing to come to the Association's office to review these records.

If you checked that you are not willing, then can you suggest a place that you would agree to review the records?

\_\_\_\_\_  
(If there is no agreement the Board has the right as an alternative to provide copies in lieu of the review.)

I  want  do not want copies and understand that it is up to me to arrange for a copy service if I want copies, or if the staff is willing to make copies, I agree to pay for them upon delivery, understanding that staff provide me the cost of the copies before reproduction.

I understand that if any of the information requested requires redaction, in the opinion of the Association, to protect privacy and/or to protect from identity theft, the redaction shall be done at my expense (limit of \$10 per hour up to a maximum of \$200) and I understand also that I will be responsible to pay the reasonable cost of copying the records requested.

By signing below, I acknowledge that my request to inspect records is for a proper purpose reasonably related to my interests as member of the Association, and further understand that the records belong to the Association and any misuse of the requested records may subject me to disciplinary action and/or legal action for injunctive relief and damages. (Civ. Code §5230; Corp. Code §8330; Corp. Code §8333.)

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

# MEMBER RECORDS REQUEST FORM

## LIST OF RECORDS AVAILABLE TO ASSOCIATION MEMBERS UPON REQUEST (Civil Code §5200. Association Records and Enhanced Records)

For the purposes of this article, the following definitions shall apply. Check the box to request records.

- (a) "Association records" means all of the following:
- (1) Any financial document required to be provided to a member in Article 7 (commencing with [Section 5300](#)) or in [Sections 5565](#) and [5810](#).
  - (2) Any financial document or statement required to be provided in Article 2 (commencing with [Section 4525](#)) of Chapter 4.
  - (3) Interim financial statements, periodic or as compiled, containing any of the following:
    - (A) Balance sheet.
    - (B) Income and expense statement.
    - (C) Budget comparison.
    - (D) General ledger. A "general ledger" is a report that shows all transactions that occurred in an association account over a specified period of time. The records described in this paragraph shall be prepared in accordance with an accrual or modified accrual basis of accounting.
  - (4) Executed contracts not otherwise privileged under law.
  - (5) Written board approval of vendor or contractor proposals or invoices.
  - (6) State and federal tax returns.
  - (7) Reserve account balances and records of payments made from reserve accounts.
  - (8) Agendas and minutes of meetings of the members, the board, and any committees appointed by the board pursuant to [Section 7212](#) of the Corporations Code; excluding, however, minutes and other information from executive sessions of the board as described in Article 2 (commencing with [Section 4900](#)).
  - (9) Membership list, including names, property addresses, mailing addresses, and email addresses, but not including information for members who have opted out pursuant to [Section 5220](#).
  - (10) Check registers.
  - (11) The governing documents.
  - (12) An accounting prepared pursuant to subdivision (b) of [Section 5520](#).
  - (13) An "enhanced association record" as defined in subdivision (b).
  - (14) "Association election materials" as defined in subdivision (c).
- (b) "Enhanced association records" means invoices, receipts and canceled checks for payments made by the association, purchase orders approved by the association, credit card statements for credit cards issued in the name of the association, statements for services rendered, and reimbursement requests submitted to the association. Specify in attached space.
- (c) "Association election materials" means returned ballots, signed voter envelopes, the voter list of names, parcel numbers, and voters to whom ballots were to be sent, proxies, and the candidate registration list. Specify in attached space.  
Note: Signed voter envelopes may be inspected but may not be copied.
- Other records requested \_\_\_\_\_

**FORM SHOULD BE SUBMITTED TO [EXECUTIVEASSISTANT@TAHOEDONNER.COM](mailto:EXECUTIVEASSISTANT@TAHOEDONNER.COM).**

REQUESTED RECORDS WILL BE PROVIDED WITHIN 10 BUSINESS DAYS OF RECEIPT OF REQUEST FORM.

### OFFICE USE ONLY

Date Request Received \_\_\_\_\_ Required Date of Production \_\_\_\_\_ Cost to Produce Copies/Records (if any) \_\_\_\_\_  
Date Cost Provided \_\_\_\_\_ Date Records/Right to Inspect Provided \_\_\_\_\_ Payment Received \_\_\_\_\_