



# RECORDS REQUEST FOR INFORMATION

Date \_\_\_\_\_

1776 Country Club Road, Woodburn, OR 97071

## Your Request Must Be Made in Accordance with the ORS Statutes on HOA.

**PRINT:** Member number, Name, Address, and Phone or cell number.

**Mbr#** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### REASON FOR RECORDS REQUEST:

I want to  **Review** or  **Have Copies of the following:**

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

#4: \_\_\_\_\_

#5: \_\_\_\_\_

Owner's Request for Financial Information of Woodburn Estates & Golf / copies will be furnished at a cost of **\$ 1.00 Per Page** / time for Review with Staff present will be charged at **\$ 45.00 Per Hour**.

There is a **3% Surcharge** for Credit Card payments Records requests will be ready for review or pick-up within 10-Business Days after request.

### INFORMATION **NOT AVAILABLE** FOR INSPECTION OR RELEASE:

- Personnel matters relating to a specific identified person or a person's medical records.
- Contracts, leases, and other business transactions that are currently under negotiation to purchase or provide goods or services.
- Communications with legal counsel regarding existing or potential litigation or criminal matters.
- Disclosure of information in violation of law.
- Documents, correspondence of management or Board reports compiled for or on behalf of the Association or the Board of Directors by its agents or committees for consideration by the Board of Directors in executive session held in accordance with the Bylaws.
- Documents, correspondence, or other matters considered by the board of directors in executive session.
- Files of individual owners, other than those of a requesting owner or requesting mortgagee of an individual owner, including any individual owner's file kept by or on behalf of the Association.

### **GOVERNING DOCUMENTS ARE AVAILABLE IN PRINT AT THE OFFICE AT NO COST WHEN YOU BUY YOUR HOME, and WHEN THERE ARE UPDATES/CHANGES MADE.** THEY ARE:

- Declarations of Restrictions, Articles of Incorporation, Bylaws, Rules & Regulations, Standard Operating Procedures, Enforcement Resolution, Schedule of Fines, and Fee Schedule.
- Within ninety (90) days after the End of the Fiscal Year, an Annual Financial statement consisting of a Balance Sheet and Income and Expenses statement for the preceding Fiscal Year is distributed to each owner at no cost.

**Note: All of the above are on the website at [www.WoodburnEstatesGolf.com](http://www.WoodburnEstatesGolf.com).**

I, the undersigned, agree with the restrictions and use of this information as described above.

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