



OWNER INFORMATION REQUEST FORM

Date: _____ Owner Name: _____

Property Address: _____

Phone #: _____ Email _____

I am requesting the following information:

- Meeting minutes (Exec Session not available) – Specify month and/or date(s): _____
- Financials – Specify month(s) or year(s): _____
- Contract – Specify which contract: _____
- Other – Please specify: _____

*Note: Information requests are fulfilled within five (5) to ten (10) business days from the date the request is turned in to the OCA Business Office OR within the allowable time as outlined in Davis Stirling-Deadline for producing documents. There may be a delay in obtaining the information if the office is waiting for information from a third party or the outcome from a Board meeting. Information requests are processed for homeowners only. There is a charge associated with obtaining electronic OR hard copies of information from the Association.

I am requesting the information be provided to me by the option I have selected below:

- Obtain the information by hard copy. The first ten (10) pages are free, and \$.50 cents per page for any additional pages. Payment is due at the time of pick up.
- Review the information at the OCA Business Office at no charge. The office will contact the homeowner and schedule a date/time to come in and review the material. Please note that the use of the business office space will be limited to one (1) hour, and the documentation may not be taken from the office.
- Obtain the information electronically via flash drive. The information and flash drive will be furnished by the OCA Business Office. The cost is \$10.00 for a new 4GB flash drive (that must be provided by the office for one-time use only; used owner flash drives will not be accepted), and staff time of \$20.00 per hour, pro-rated at \$5.00 per fifteen (15) minutes of time to obtain the information. Payment is due at the time of pick up.
- Information electronically transmitted in a .tif formatted file or .pdf password protected file will be charged for staff time only, where applicable.

Please note that if a homeowner requests material that contains information about another homeowner, this information will not be provided as it is confidential. Tenants may not obtain information from the Association.

OFFICE USE

Request received by: _____

Date

Request provided by: _____

Date