



**REQUEST TO INSPECT ASSOCIATION RECORDS
OF THE
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

This Notice of Intent or Request to Inspect Association Records shall be completed pursuant to the Resolution, Records Policy for Inspection of Records, adopted by the Board of Directors of the Highlands Ranch Community Association, Inc. (December, 2005).

Date of Request: _____

Date you would like to review/receive the records: _____

Please note that all costs of inspection and/or reproduction (copies), if any, must be paid in advance by the person/entity requesting the Association Records.

Specific records requested for INSPECTION. Please include type of record, date of record, and any specifics that will identify the information you would like. Records may only be inspected in the Administrative Offices of the Association. They may not leave the premises.

Association Record	Date of Record
_____	_____
_____	_____

Specific records requested for REPRODUCTION. Please include type of record, date of record, number of copies, and any specifics that will identify the information you would like.

Association Record	Date of Record	No. of Copies
_____	_____	_____
_____	_____	_____

Please state the reason you wish to review or obtain copies of the above Association's records.

Individual/Entity Making Request

Name: _____
Address: _____
Email/Phone: _____

OFFICIAL USE ONLY	
Authorized by:	_____
Date Authorized:	_____
Date Provided:	_____