

REQUEST FOR RECORDS FORM

Country Club Heights Property Owners Association

Use this form to request the inspection or copies of specific records kept by the Association. The form must be submitted to the Secretary of the Association at least five (5) days before the inspection or production of such records will be provided. Refer to the Association's Responsible Governance Policy (Article 2, Section 2.4) for more information. Please note that much of the most current information is available on our website at <https://www.country-club-heights-hoa.org>.

Secretary the Association:

Secretary – Country Club Heights Property Owners Association

c/o Dolly Daniels

2692 G ½ Rd

Grand Junction, CO 81506

Phone no. (541) 571-3194

Requestor's Name: _____

Title: _____

Company: _____

Mailing Address: _____

Residence address (if different from above): _____

Phone Number: _____

Email Address: _____

Date: _____

List of records requested:

Please provide a list of the records you seek with reasonable particularity. Records will be provided in electronic form, unless hard copies are requested. The Association may charge a reasonable fee for printing and mailing, which may be payable in advance. If seeking to inspect records on site, the Secretary will contact you to arrange an appointment.

[For official use only]

Fee: _____

Date Received: _____ Date fulfilled: _____

Date, time & place of appointment or Board Meeting: _____

By (representative of the Association): _____