

REQUEST TO INSPECT RECORDS

To: HIGH CHAPARRAL RANCH HOMEOWNERS ASSOCIATION

Attn: _____

Address: _____

Email: _____

Date of this Request: _____, 20____

Hard copies of records Electronic copies of records Inspect records

If requesting to inspect, date you or your agent proposes to inspect the records (must be at least 5 business days after date of request): _____, 20____

Person(s) requesting inspection or copies of the Association’s records:

Name _____ Address _____

Name _____ Address _____

If requesting to inspect, person(s) who will be present for the review of the records:

Pursuant to CRS 7-136-101(5)(h), the Association keeps a copy of all financial statements prepared for periods ending during the last three years at its principal office.

Please note that all costs for inspection and any authorized copies must be paid in advance by the person requesting them:

Hard Copies \$1.00 per page with a \$5.00 minimum
Electronic Copies \$1.00 per page with a \$5.00 minimum
Record Inspection \$20.00 for the first 30 minutes, \$40.00 additional 30 minutes

Specify with particularity the records requested for inspection. Please include type and date(s) of record, indication of those records for which you request a copy, and any specifics that will identify the information you seek to review. If necessary, use additional sheets.

Record	Date
_____	_____
_____	_____
_____	_____
_____	_____

Please return completed form with a check payable to High Chaparral Ranch HOA for the estimated costs to:

High Chaparral Ranch HOA
P.O. Box 4397
Gypsum, CO 81637