

LEGACY PARK COMMUNITY ASSOCIATION, INC.
REQUEST FORM FOR REVIEW OF ASSOCIATION RECORDS

The Association's Bylaws and the Georgia Nonprofit Corporation Code provide Association members rights to review and copy certain Association records. To facilitate reasonable record inspections, the Board of Directors is providing this Request Form for use by Association members. If you wish to review and/or copy Association records, **please complete and provide this form to the Association's managing agent.** Requested Association records that are available and are required to be provided under the Bylaws and Code will be provided.

[Please check the applicable – Please note some documents available on Legacy Park Website]

Association Legal Documents

- Declaration, Bylaws & Articles of Incorporation
- Rules & Regulations
- Design Standards

Minutes & Resolutions

- Membership Meeting Minutes – period of time requested: _____ (limited to 3 years)
- Board General Meeting Minutes/Resolutions/Actions by Written Consent concerning this matter:

- Committee Meeting Minutes concerning this matter: _____

Financial Records

- Association Budget
- Balance Sheet/Profit & Loss Statement
- Income Statement
- General Ledger
- Association Bank Records – please identify: _____

General Communications to All Members (such as newsletters, meeting notices, etc.)

- Please identify items requested: _____

Board of Directors/Membership Information

- Name & Address of Officers & Directors
- Association Membership List (Names & Mailing Address)

Purpose for records requested: _____

[Important Conditions for All Record Reviews]

The Association will notify you of the date/time for your review at the Association's management office or other location identified by the Board, or the Association may provide the available documents directly to you, within 5 business days. The Association may charge you a reasonable copy charge for documents that are provided to you.

If you wish to request other records, please provide that request in written detail by separate document. The Board may refuse as request that the Board reasonably considers to be repetitive, excessive, abusive or improper.

Review and use of Association records is permitted only related to legitimate interests as an Association member, and for no other purpose. You are prohibited from using these records for any improper purpose, including but not limited to: (i) using the information obtained to solicit money or property; (ii) using information obtained for any commercial purpose, including solicitation of owners; and/or (iii) selling any information obtained. Furthermore, you are not permitted to disseminate, publish or otherwise reuse these records for any reason without written Board approval.

I agree to these conditions and terms:

Member Name: _____ Member Signature: _____

Date: _____ Legacy Park Address: _____

For Association Use:

The records identified on Exhibit "A" attached hereto have been provided to the Member on _____ (date).

By: _____ (Signature)