

**REQUEST BY DIRECTOR TO INSPECT/COPY
RECORDS OF HDROA
(INCLUDING CONFIDENTIALITY AND RESTRICTED USE AGREEMENT)**

Name of Director making request (the "Requestor")	
Address	
Phone Number	

1. **Purpose:** To provide a form for members of the Board of Directors ("Director") of High Desert Residential Owners Association, Inc. ("HDROA" and/or the "Association") to make a request to inspect and/or copy any books, records, and/or documents of the Association. Any such Director will be required to complete this form prior to inspecting and/or copying any books, records, and/or documents.

2. **Authorization:** Pursuant to Article 6, paragraph 6.4, of the Association's Bylaws, each Director has the absolute right at any reasonable time to inspect and/or copy (at the expense of the Association) any and all books, records, and documents of the Association. That includes all books, records, and documents owned by the Association, as well as those books, records, and documents in the possession of or controlled by the Association.

3. I _____, as a Director, hereby request to inspect and/or copy the below listed books, records, and/or documents of the Association (the "Items"):

Books, Records, and/or Documents requested

Item # 1	
Item #2	
Item #3	
Item #4	
Item #5	

4. **Purpose of Request:** In accordance with Article 3, paragraphs 3.16 and 3.17 of the Association's Bylaws, I understand that I may only inspect and copy the requested Items

to the extent that the purpose of my request is reasonably related to my powers and duties as a Director.

Purpose of Request:	

5. Confidentiality and Restricted Use Agreement:

I hereby promise and guarantee as follows: (1) I will not use the Items, the information contained therein, or any part thereof (the "Information") for purposes unrelated to my powers and duties as a Director; (2) the Items and Information will not be used to solicit money or property; (3) the Items and Information will not be used for any commercial activity or gain; and (4) except to the extent disclosure to a third party or parties (with a need to know) is authorized in writing by the Board of Directors, the Items and Information will be kept confidential.

_____ I prefer to come to the Association/Management office to inspect the requested Items. Generally the Association/Management office is open from _____ a.m. to _____ p.m. each day. However, depending upon the volume of books, records, and/or documents requested, I understand that a specific date & time within a reasonable time period (generally seven business days, but longer for large requests) from the date of my request will be arranged for my requested inspection and/or copying.

OR

_____ I prefer to have the requested books, records, and/or documents copied and mailed to me if feasible, and understand that I will only be charged for the postage.

6. Acknowledgment regarding Costs

I hereby acknowledge that I will pay only the actual cost for postage.

Signature of Requestor

Date

Director _____
Title of person signing

FOR HOAMCO USE ONLY	
Date Completed:	
Completed By:	
Payment Received	

HIG16-001