Veterans Villas I HOA, Inc.
Records Request Procedures

Most official records are available through the password protected section of the website. Should **AN OWNER** wish to inspect or receive a copy of a record not available on the website, he/she must submit a Records Request via the website.

- The owner must be specific in the type of document for which a copy is requested. Personal owner information will not be disclosed.
- Copies of documents will be provided at no cost but are limited to no more than 25 pages per request. Electronic transmission of documents will be free. Copies of documents in excess of 25 pages will cost 25 cents per page after the first 25 pages. Only checks will be accepted made out to Veterans Villas I HOA, Inc.
- Each owner will be restricted to one records request per quarter.
- The HOA will respond to the records request within 10 business days of receipt of the request.
- If the record requested is not available electronically, a location, date and time for the inspection will be provided within 10 business days of receipt of the request.
- If the records request cannot be fulfilled electronically, the owner will be required to provide identification prior to viewing any records.
- Website available information shall not be subject to official records requests as the information is always available to owners.