

# Buckingham Homes Association, LTD

2850 EASTLAKE DRIVE, KELSEYVILLE, CALIFORNIA 95451 • 707 279-0829

www.bhacommunity.com • bhaoffice@att.net

## HOA DISCLOSURES MINUTES POLICY

The minutes of the association meetings that are not in Executive Session may be requested and obtained by the property owner on record. Duplication is subject to a fee that is paid by the owner.

To obtain copies of the minutes, submit your request in this format:

“I, the undersigned homeowner, hereby request copies of the Minutes from the following Association Board Minutes.

Date(s) requested: \_\_\_\_\_

My association property address is:

\_\_\_\_\_

My mailing address is:

\_\_\_\_\_

Select Delivery:

Mail

Or

E-Mail to \_\_\_\_\_

I understand there is a \$3.00 handling/duplication charge per meeting minutes (\$36.00/12 Months). I agree to pay the charge.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date