

Eaglewood Homeowners Association

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Eagle River, AK 99577

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Office Phone 907-694-6942

Roy Briley Property Managers 907-343-8911

Record Request Form

Date of Request: _____

Name: _____

Address: _____

Phone: _____ E-mail _____

Attn: Operations Manager

This is a request for access to Eaglewood records and information.

Purpose of request: _____

Choose one of the following Records:

- 1. Membership registers (HO Roster)
- 2. Books or account (previous year's budget, tax returns, and annual audits)
- 3. Minutes of meetings of the Open Board Meetings
- 4. Minutes of meetings of committees

I request that you provide me with: _____

Describe the topic, information, or documents that you want, including, subject matter of the information and, if possible, the name, date, and source. Please be as specific as possible.

Sincerely,

Signature

Please Note:

Eaglewood will not release information about any specific property or homeowner, except to that homeowner. This is a privacy issue and we consider access to it strictly need to know.

Members will be supervised by the Operations Manager during any inspection.

There will be a \$1.00 per page administrative charge for any copies made.

All material must be reviewed or copied at the Eaglewood Office. No requested material will be mailed out or e-mailed.

12/1/2014

Eaglewood Association, Inc.