

Tink Wig Mountain Lake Forest Property Owners Association Member's Records Request Policy

Tink Wig Mountain Lake Forest Property Owners Association ("Tink Wig") is committed to an effective procedure to improve efficiency to property owners regarding request for records inspection.

Policy Statement

1. All records requests must be signed by the property owner in good standing and may be mailed, emailed, or dropped off during normal business hours. Certified mail requests will be considered received as the date of pickup at the post office, not when it was sent.
2. Fully completed records requests on the approved Tink Wig records request form will be acknowledged by the office staff on a date stamped copy as a receipt. The original copy will be retained.
3. Discussions regarding record requests shall be limited to common courtesy; no material discussion regarding the request received other than it will be addressed in a timely manner is permitted.
4. A logbook will be maintained including the date received, lot #, member's name, approved or disapproved, and completion date.
5. If the records request is deemed appropriate, the Executive Director will prepare and provide the request. Any records request authorized by law will be provided.
6. Individual lot specific collection information will not be provided.
7. Publicly available information may be denied.
8. A fee of \$1.00 per printed page may be imposed for materials.
9. The Executive Director may seek a Board member or a select Board committee for review; or if necessary, a legal opinion prior to approving the request.
10. Records inspection requests will not be subject to per page fee.