

# Windward Village Homeowners Association

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## HOMEOWNER REQUEST FOR COPY OF MEETING MINUTES

**PLEASE PRINT**

Date: \_\_\_\_\_

To: Board of Directors of  
Windward Village Homeowners Association

From: Homeowner's Name: \_\_\_\_\_  
Space # \_\_\_\_\_

Purpose/Reason: \_\_\_\_\_

RE: Request for copy of minutes

Dear Board of Directors:

The undersigned owner hereby requests copies of the following described minutes of the nonexecutive session meeting minutes of the board of directors of association. I understand that association minutes may be distributed to any Member upon request and upon reimbursement of the costs in making that distribution. I understand and agree to pay the following cost of \$0.50-0.75 cent per copy plus postage and redaction cost if applicable.

**Cost Limitations.** In addition to the direct and actual costs of copying and mailing, the association may bill the requesting member an amount not in excess of ten dollars (\$10) per hour, and not to exceed two hundred dollars (\$200) total per written request, for the time actually and reasonably involved in redacting records. The association shall inform the member of the estimated costs, and the member shall agree to pay those costs, before retrieving the requested documents. ([Civ. Code §5205\(g\)](#)). (*Associations may charge members for the direct and actual cost of copying and redacting documents. The association must inform the member of the cost before copying the requested documents. (Civ. Code §5205(f) and (g).) Taxes and additional fees may apply with printing/copying cost.*

Description of Minutes Requested:

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Signature of Owner: \_\_\_\_\_