

# H O M E S T E A D

## **HOMESTEAD OWNERS ASSOCIATION INC. Documentation Request Form and Policy**

Please completely fill out this form to request one or more of the following documents. You may choose to receive the documents via email in PDF form or in the form of a copy. If you would like a hard copy of a document you will be charged 25 cents per page. All requested documents will be available to pick up within 5 business days. The phone number listed below will be called when your documents are finished and ready for pickup. Homeowners who are selling their property are required to provide, and will receive at no charge a "sellers" packet.

I would like the documents in:

- PDF form via email    Physical Copies (25 cents per page)    Examination in person –  
appointment date and time requested \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please check the boxes of all documents you would like to receive:

- Articles of Incorporation
- Declaration of Covenants, Conditions, and Restrictions
- Bylaws
- PUD Guidelines for Filing 1
- PUD Guidelines for Filing 2
- PUD Guidelines for Filing 3
- PUD Guidelines for Homestead Open Space
- Architectural Standards and Guidelines
- Yearly Accountant Reviewed Financial Report      Year: \_\_\_\_\_
- Past Board of Directors Meeting Minutes      Month/Year: \_\_\_\_\_
- Past Newsletters      Month/Year: \_\_\_\_\_
- Past Surveys sent out      Month/Year: \_\_\_\_\_
- Past Billing Statement      Month/Year: \_\_\_\_\_
- Past Budgets      Month/Year: \_\_\_\_\_
- Current Budget
- Reserve Study
- List of Board Members & their contact information
- Homestead Owners Association Rules and Regulations including all policies
- Homestead Court Club Rules and Regulations
- New Homeowner Welcome Packet
- Homestead Wage and Salary schedule
- Homestead insurance policy discloser list
- A "sellers" packet including Buyer acknowledgment form to be returned to Homestead.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Account #: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Purpose for request: \_\_\_\_\_

Note: We are unable to give out any information regarding Homeowners phone number, address, email address, social security number, DRC submitted complaints etc. for privacy purposes. Documentation will only be given out to current Homestead Homeowners or persons who are under contract to purchase a Homestead property. Homestead management reserves the right to deny any records request whose purpose is not in "good faith".

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**To be filled out by staff:**  
Date Completed: \_\_\_\_\_ Amount Charged: \_\_\_\_\_  
Staff Member who completed request: \_\_\_\_\_