

**HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

***NOTICE OF INTENT OR REQUEST TO INSPECT ASSOCIATION RECORDS***

This Notice of Intent or Request to Inspect Association Records shall be completed pursuant to the Resolution, Records Policy for Inspection of Records, adopted by the Board of Directors of the Highlands Ranch Community Association, Inc. on December \_\_, 2005.

*Date of Request:* \_\_\_\_\_

*Date you would like to review the records:* \_\_\_\_\_

*Person(s) Requesting Association Records:* \_\_\_\_\_  
\_\_\_\_\_

**Please note that all costs of inspection and any authorized copies must be paid in advance by the person requesting them.**

**Specific records requested for review. Please include type of record, date of record, any specifics that will identify the information you would like.**

<u>Record</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

**Please indicate those records for which you request copies.**

<u>Record</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

**Please state the reason you wish to review or obtain copies of the above Association's records.**

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*Name:* \_\_\_\_\_

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

*Address:* \_\_\_\_\_

*Authorized by:* \_\_\_\_\_