

HOA MEETING MINUTES REQUEST FORM

California law (Civil Code section 5210) entitles all members of an HOA to be provided copies of all open session Board meeting minutes and all member meeting minutes since 1/2006. Members are also entitled to be provided the minutes of meetings of all committees with decision making authority since 1/2007.

To order yours, complete this form and send it to the HOA's Managing Agent.

I/we hereby request copies of all open session Board meeting minutes since 1/2006 and copies of all committee (with decision making authority) meetings since 1/2007 within the statutory timeframes prescribed by Civil Code section 5210(b).

If the HOA intends to charge me for the records, please disclose the fees so I may confirm my acceptance and authorize in writing the billing to my homeowner account.

Property Owner Name: _____

Property Address: _____

e-mail Address: _____ (optional)

Property Owner/Agent Signature: _____

Date: _____

Please return completed forms to the HOA's Managing Agent via mail or email.