

Greetings,

The Board of Directors of The Meadows of Chestnut Ridge has adopted a uniform Records Inspection Request Procedure to ensure that all current and future homeowner records requests are handled consistently, securely, and in accordance with the Association's governing documents and applicable law.

To allow the Association to evaluate and process your request, please submit a dated and signed written request containing the following information:

1. Your full legal name.
2. The address of the property you own within The Meadows of Chestnut Ridge.
3. Your current mailing address, if different from the property address.
4. Your email address and telephone number.
5. Confirmation that you are the property owner or are acting as the property owner's authorized representative.
6. Written authorization signed by the property owner if the request is submitted by an agent or representative.
7. A statement confirming that the request is being made in good faith and for a proper purpose related to your rights or interests as a member of the Association.
8. A reasonably particular description of the purpose of the inspection, including the specific Association matter, transaction, expenditure, decision, or concern being reviewed.
9. A reasonably particular description of each record or category of records requested.
10. The specific date range applicable to each requested record or category.
11. An explanation of how each requested category of records relates to the stated purpose.
12. Whether you are requesting a supervised in-person inspection, electronic copies of records available electronically, paper copies, or a combination of these options.
13. Your signature and the date signed.

Your signed request may be submitted by email as a scanned PDF or delivered to the Association in paper form.

Once a complete request is received, the Association will review the request, identify responsive records, determine whether any legally permitted redactions or confidentiality restrictions are necessary, and contact you regarding the method and scheduling of inspection or production.

The Association may arrange a supervised inspection at a mutually convenient date, time, and location when appropriate. Original Association records will remain in the Association's possession and may not be removed, altered, marked, damaged, reorganized, or retained.

To protect confidential, privileged, personal, unredacted, or unrelated information, cameras, mobile-phone cameras, scanners, video-recording devices, audio-recording devices, and other image-capturing or recording equipment may not be used during a supervised inspection unless the Association provides prior written authorization or applicable law otherwise requires.

You may identify specific eligible records for copying. The Association will review those records, make any legally permitted redactions, and provide approved copies in paper or electronic form.

Please be advised that fees may be associated with processing the request. Potential charges may include the actual labor and material costs reasonably incurred in locating, reviewing, organizing, redacting, converting, scanning, copying, supervising inspection of, or delivering responsive records.

After reviewing a complete request, the Association will provide a written estimate before requiring an advance deposit or beginning substantial chargeable work. Any chargeable amount will be limited to costs permitted by the governing documents and applicable law and will not exceed the Association's actual chargeable materials and labor costs.

The Association may also consult legal counsel when reasonably necessary to determine the proper scope of the request, permitted redactions, confidentiality requirements, the method of inspection or production, and what costs, if any, may lawfully be charged.

The Association will not automatically charge all legal fees to the requester. Any attorney's fees assessed directly to a requester must have a lawful basis under the governing documents, applicable law, a court order, or the written advice of Association counsel.

The Association may withhold or redact information to the extent permitted by law, including information involving:

- Personnel or medical matters;
- Contracts or commercial transactions currently under negotiation;
- Pending or threatened litigation or other proceedings;
- Attorney-client communications and attorney work product;
- Executive-session records;
- Individual homeowner files other than the requester's own file;
- Bank account numbers, passwords, access credentials, and other sensitive information; and
- Information whose disclosure would violate applicable law.

The Association is not required to create a new report, summary, analysis, compilation, narrative, opinion, or written explanation that does not already exist in its records.

Once your dated and signed request is received, the Association will contact you regarding the next steps.

Signed records-inspection requests and related correspondence shall be submitted to one of the following;

Mailing Address:

The Meadows of Chestnut Ridge
PO Box 129
Magnolia, DE 19962

Email Address:

themeadowscr@gmail.com

Sincerely,

Board of Directors

The Meadows of Chestnut Ridge