

## Request for documents

Please mark if you are requesting the documents via copy, electronic or review of documents

*My request for documents is:*

*Copy – be advised pursuant to NRS 116.31177(2): The executive board shall provide a copy of any of the records required to be maintained pursuant to subsection 1 to a unit’s owner or the Ombudsman within 14 days after receiving a written request therefore. The executive board may charge a fee to cover the actual costs of preparing a copy, but not to exceed .25 cents per page.*

- *Meaning: CAMCO will make copies of the records the owner is allowed to view upon request at a cost of .25 cents per page in addition to the \$10.00 per hour fee for preparation. Normally if the request is for recent minutes or financial information there will be no fee for preparation. However if the request is for archived information that requires research this fee shall apply*
- *Disk Copies of Audio minutes will be charged at \$5.00 per disc*

*Electronic – only the following records shall be sent electronically: The \$10.00/hr fee for compiling these documents will also apply.*

- *approved minutes shall be sent in PDF format*
- *Budgets or financial information sent via PDF format*

*Request for review of records –CAMCO requests that the owner make available a list of records the owner wants to review at least three business days prior to the date of review.*

*NRS 116.31175(5): The executive board shall not require a unit’s owner to pay an amount in excess of \$10.00 per hour to review any books, records, contracts or other papers of the association pursuant to the provisions of this section.*

- *Meaning: CAMCO is responsible for the records and will not allow any owner to sit unattended while reviewing original source documents. We will have a staff member sit while the owner reviews the records at a rate of \$10.00 per hour and if any request for copies is made the owner shall agree to pay CAMCO .25 cents per page.*

Association: \_\_\_\_\_

Owner’s Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing this document request I \_\_\_\_\_ agrees to the terms of this agreement and to pay CAMCO for all the necessary fees for my request.

\_\_\_\_\_  
Signature of person making the request

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

## Request for documents

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- BY-LAWS
- ARTICLES OF INCORPORATIONS
- CC&R'S AND ALL AMENDMENTS
- RESOLUTIONS OF THE BOARD
  - POLICES OR RULES (PROCEDURAL DOCUMENTS)
- FINANCIALS
  - Months/Years \_\_\_\_\_
- CONTRACT
  - Landscape
  - Management – disclaimers will be made: anyone distributing CAMCO's contract to a competitor shall be held responsible and turned over to our Attorney for damages.
  - Asphalt contracts
  - Other \_\_\_\_\_ specify
- MINUTES
  - SPECIFY \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_
  - PERIOD OF TIME \_\_\_\_\_ TO \_\_\_\_\_
  - CD'S OF AUDIO MINUTES ARE PROVIDED AT A COST OF 5.00 \_\_\_\_\_
    - Initial if you authorize your account to be billed
- RESERVE STUDY SUMMARY \_\_\_\_\_ OR FULL STUDY \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

Please be reminded that documents which fall into the area of confidential or privileged information and cannot be distributed including personnel records and documents relating to other unit owners.

If you would like to review a document that is not identified on this form, please supply us with a separate written request of your specific request.

Thank you,

Community Association Management Co.