

**Request for Access to Books and Records of the  
Seneca Ridge Homeowners Association**

Homeowner: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I hereby request that the Association provide access to the books and records of the Association in accordance with the provisions of Article 3, Subsection 55-510 of the Virginia Property Owners' Association Act.

I certify that I am a member in good standing and that my request to review and copy the books and records of the Association is for a proper purpose related to my membership in the Association and that this request is not for my monetary gain or solicitation.

I acknowledge that the books and records will only be made available to me (i) during the normal business hours of any scheduled monthly Board or Association meeting or at a mutually convenient time and location and (ii) upon five days' written notice reasonably identifying the purpose for the request and the specific books and records of the Association requested. I also acknowledge there will be a cost associated with making these documents available to me and the Association has provided a cost list with this request. I agree to pay any costs associated with viewing the books and records, which include the actual and reasonable costs of copying materials (if requested) and labor but will not exceed the actual costs thereof. I further acknowledge that these costs will be required of me prior to viewing the books and records.

The books and records I wish to review are: \_\_\_\_\_

\_\_\_\_\_

Number of Copies requested: \_\_\_\_\_

My purpose for reviewing the above-named books and records is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

**For Administrative Use Only:**

Date Received by Board: \_\_\_\_\_

Date Reviewed by Board: \_\_\_\_\_

Board Action: Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Cost of Document Duplication: \$ \_\_\_\_\_

Payment received by: \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_