

Brandermill Community Association

Official Document Request

In accordance with the Virginia Property Owners' Association Act (POA), the Brandermill Community Association will undertake the task of providing a member of the Association, in good standing, with copies of Association documents, that are consistent with the Association's responsibility under the "POA", 55-510, Access to association records: association meetings; notice. A copy of this portion of the Virginia statute is attached to this form, for informational purposes.

I, _____, a member in good standing, (no active covenant violations, and up to date on paid assessments) hereby officially request that the association provide the following document(s), within 10 days of receipt of this official request.

1. _____.
2. _____.
3. _____.

Contact information, (choose at least one):

Best telephone number to use _____

Email address _____

Method of delivery, (choose one): I wish to have the document(s),

E-Mailed to me at the following email address _____

Call me at the above number and I will pick the document(s) up at the BCA Office- during regular business hours (Monday – Thursday 7am -6pm, Friday 8 till 12 noon)

Signed: _____ Date: _____

Do not write below this line:

FOR BCA Administration -

Date received by Association staff: _____

Staff member receiving request: _____

Staff member assigned to review request and respond to member: _____

Date response/documents due to member, (10 business days form receipt of request): _____

Member in good standing- Yes or No, if no why _____

Date member notified of response/document(s) ready to be retrieved: _____

Date response/documents provided to member: _____

Method of delivery, choose one:

- A. Hand carried to residence, _____
- B. Member retrieved from BCA office, _____
- C. Emailed to member, at the following email address: _____

BOD approved 10/2/17