



HOA Official Records Checklist

In accordance with House Bill 1203 and legislative requirements effective January 1, 2025, the following documents **are** available to owners through the association website for viewing or download at www.staugshores.com at their convenience:

- ✓ Articles of Incorporation of Association
- ✓ Bylaws of the Association
- ✓ Deed Restrictions by Unit
- ✓ Rules and Regulations
- ✓ Board Meeting Minutes
- ✓ Architectural Control Committee Manual

The following documents **are not** available on the association website and **owners must submit a request in writing** to the association to schedule a time to inspect, view, and/or copy. Please be advised that the association charges a copying fee of .25 cents per page for any document in excess of (25) pages. Additionally, the association charges \$20 per hour for a personnel fee due to time spent retrieving and copying the records in excess of one-half hour.

- Current roster of all members and their designated mailing addresses
- Association Insurance Policies
- Current copy of all contracts that the association is part of
- Copy of all bids that the association received in the past (12) months
- Financial and/or Accounting Records: (please state specifically what you are requesting)
- Copy of the Disclosure Summary
- Ballots, Sign-In Sheets, Voting Proxies and all other papers and electronic records related to voting which are maintained for (1) year after the election or meeting.
- Any Other Records of the Association Requested: (please state specifically what you are requesting)

Owner Printed Name: _____ Signature: _____

Property Address: _____

Date of Request: _____ Received By (Office Personnel): _____

Date Request Fulfilled: _____