



## MEMBER REQUEST TO INSPECT AND COPY ASSOCIATION RECORDS

Per the Master Declaration of Conditions, Covenants & Restrictions, Section 8.2 Inspection of an Association’s Books and Records, Section 8.2.1 Member’s Right of Inspection, and 8.2.2 Rules Regarding Inspection of Books and Records, Members may inspect and copy the membership register, books of account and minutes of meetings of the Town Council and committees of any Association for the two (2) most recent fiscal years prior to any request.

Name of Member \_\_\_\_\_  
Phone Numbers \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address \_\_\_\_\_

Please **initial** and **describe** the purpose of your request below:

\_\_\_\_\_ **Membership Register**  
Specifically describe the purpose for your request:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Books of Account (Accounting Records of the Hidden Springs Town Association or Hidden Springs Sewer Company).**  
Specifically describe and list each record with applicable dates:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Minutes of meetings of the Town Council and committees (for the two (2) most recent fiscal years).**  
Specifically describe and list each record with applicable dates:  
\_\_\_\_\_  
\_\_\_\_\_

The Association will attempt to accommodate all requests for records promptly; however, the Board must review the scope and nature of your request relative to the stated purpose. The Board may require at least 15 business days before inspection of approved records is permitted. You will be notified if your request is denied or if the Board requires additional information. Once approved, you will be notified with a date, time and location for inspection.

The Board may deny or restrict inspection of certain personal and confidential records as determined in the best interests of the Association. The membership list or any part thereof may not be used to solicit money or property, used for any commercial purpose, sold to or purchased by any person, or otherwise used for any purpose unrelated to a Member’s interest as a Member of the Association. Any documents or records provided by the Association in response to this request are not to be considered public information, and may not be copied or further disseminated in any manner, including online via any website or social media platform. By executing this request, the Member represents and warrants that the records requested shall only be used for their purpose(s) stated herein.

The Association may impose a reasonable charge for copies of any records requested. Copy charges are currently set at \$.25 per page (b/w) and \$.43 (color). A valid form of ID may be required prior to inspection or copy.

*\* This form is intended to comply with, and not limit the Association’s right under any applicable declaration, regulation, or law. This form shall not be construed to expand the Association’s duty to maintain corporate records beyond the minimum required under applicable law, including the Idaho Nonprofit Corporation Act, as may be amended from time to time.*

**Acknowledged:**

\_\_\_\_\_ Member Signature \_\_\_\_\_ Date

**Return The Completed Request Form To:** Hidden Springs Town Association, Inc. (“Association”), 5876 W Hidden Springs Dr., Boise, ID 83714 or scan and email to [HSTA@hiddensprings.com](mailto:HSTA@hiddensprings.com).