

**WOODGATE SUBDIVISION OWNERS' ASSOCIATION  
RECORDS REQUEST  
INSTRUCTIONS FOR RECORDS REQUEST/REVIEW**

1. An appointment may be made to review files.
2. File requests can also be submitted in writing by letter, fax, email, or requested by telephone to:  
Woodgate Subdivision Owners Association  
c/o Source HOA 1404 Hawk Parkway Unit 215, Montrose, CO 81401  
Phone: 970-626-4314  
Email: [info@sourcehoa.com](mailto:info@sourcehoa.com)
3. All requests should include the following information, if applicable, (or use form on Page 2):
  - (a) Date of request:
  - (b) Company name (if applicable):
  - (c) Requestor name:
  - (d) Requestor address:
  - (e) Requestor telephone number:
  - (f) Whether Requestor will (A) review records at the Source HOA offices; or (B) pick up copies of records from the Source HOA offices; or (C) if copies should be delivered to Requestor
4. For the reproduction of materials, please see the attached fee schedule (the "Fee Schedule"). Any copying jobs over 50 pages go to an outside copy service, with reproduction costs set by the outside copying service. Payment in the form of cash or check must be made at the time the copies are received in person or prior to mailing. A fifty percent (50%) deposit is required prior to embarking on any work on all requests requiring more than an hour of research and/or preparation of documents. We do not accept credit cards.
5. Pursuant C.R.S. § 38-33.3-317(7), Association records and the information contained within those records shall not be used for commercial purposes.
6. Pursuant to C.R.S. § 38-33.3-317(2)(b) A membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a unit owner's interest as a unit owner without consent of the Executive Committee.  
  
Further, without the consent of the executive board, a membership list or any part thereof may not be:
  - (a) Used to solicit money or property unless such money or property will be used solely to solicit the votes of the unit owners in an election to be held by the association.
  - (b) Used for any commercial purpose; or
  - (c) Sold to or purchased by any person.
7. Please note that Source HOA may require at least ten (10) days to reproduce documents or make them available. Further, Source HOA may elect to make the requested records available at the next Woodgate executive board meeting.

**REQUEST FOR INFORMATION FORM**

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Requestor will  review records at the Source HOA offices, or  -pick up copies of records from the Source HOA offices, or  copies are to be delivered by Source HOA.

Request:

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Date Ready: \_\_\_\_\_

# Requested: \_\_\_\_\_

# Found: \_\_\_\_\_

# Files: \_\_\_\_\_

Type: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

The undersigned hereby agrees to reimburse Source HOA for the reproduction costs associated with this request in accordance with the Fee Schedule.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**WOODGATE SUBDIVISION OWNERS' ASSOCIATION**

**RECORDS REQUEST FEE SCHEDULE**

Source HOA  
1404 Hawk Parkway Unit 215, Montrose, CO 81401  
Phone: 970-626-4314  
Email: info@sourcehoa.com

<b>BLACK/WHITE COPIES GENERAL-AGENDAS, MINUTES, etc.</b>	\$0.25 Per Page
<b>COLOR COPIES GENERAL</b>	\$0.50 Per Page
<b>RESEARCH, RETRIEVAL AND DATA MANIPULATION</b>	\$40.00 per hour with 1 hour min.
<b>DUPLICATION AUDIO: CD/DVD'S (VOICE RECORDED)</b>	\$10.00/CD/DVD
<b>MAPS/LARGE DRAWINGS</b>	24x36 printout- \$60.00; 11x17 printout - \$25.00. 8.5x11 printout - \$10.00; E-mail PDF - \$10.00. (Add an additional \$10.00 for maps on CD-ROM in digital format)

**All fees for Requests shall be collected at the above address.**

A fifty percent (50%) deposit is required prior to embarking on any work on all requests requiring more than an hour of research and or preparation of documents. In addition, this deposit shall include estimated legal fees, fees of outside consultants retained on behalf of the jurisdiction, overhead and equipment. This shall also include a charge for supervision and staff time at the set fee of \$40.00 per hour. No copies requested are released until full payment has been received.