

**BETZ LANDING HOMEOWNER'S ASSOCIATION
INFORMATION REQUEST**

This form should be completed and returned to the Secretary of the Association,
at Betz Landing Home Owner's Association P.O. Box 422 Heathsville, VA 22473

Date Received: _____ Person Receiving _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE (DAY): _____

EMAIL: _____

INFORMATION REQUESTED:

Detailed description including start and ending dates and the data you are requesting
Example: Board Minutes (Specify Board, mail, emails or entity, date, description)
Be advised only TWO (2) requests per form.

PLEASE BE SPECIFIC WITH WHAT YOU NEED COPIED:

INFORMATION OF SPECIFIC PROPERTY

ADDRESS: _____

BLOCK: _____ LOT: _____

Status: _____ Mail Info: _____

FEES

Due to costs of operations upon submitting this form there is a **\$25.00** application fee that must accompany this form. Payment shall be by check made out to the Betz Landing Home Owners Association. Also there is a charge of fifty cents (**\$.50**) **per page** and a charge for mailing.

GENERAL INFORMATION

An invoice will be sent to applicant via email or postal service for any addition fees. This too must be paid before mailing information back to the applicant.

Response time to the initial application shall be no more than 30 days after receipt.

Request for access to or for a copy of Betz Landing Records should be submitted on this form which has been adopted by the Board of Directors. Some records may be immediately made available to the applicant.

This request for data may be rejected because of a lack of specificity regarding the information requested (i.e) a request for personal information, or a request for communications regarded as, otherwise, private information.

Some records may require time to compile and to make the copies requested, but will normally be available within thirty (30) business days. If any document or copy which has been requested is not a public record or cannot be provided within the thirty (30) business days, you will be provided with a response that includes reason for request denial or a notice of delay along with an estimated time for delivery of this requested information.

Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Attorney for the Board. As stated above, the applicant will be notified of any delay longer than the standard thirty-day (30) request turn around.

This request may be filed electronically.