

**Property Owners Association of Hilltop Lakes, Inc.
Information Request Form**

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

I request the following documents from the Property Owners Association of Hilltop Lakes. Please be as specific as possible.

Total Copies _____ x .10 each = _____

Please provide the information via: (circle one) Pick-up Mail Fax

Signature of person making request

____ Approved

Office Department Head

This request will be forwarded to the appropriate person and the information will be made available within ten (10) working days. If the information requested cannot be produced within ten (10) working days, you will be notified of the time and date it will be available.

The cost of the information will be a copy charge of ten cents (\$.10) per page. If the request requires a staff member extra time away from their regular job requirements, an additional charge will be discussed with you before the request is started.

If the information is not provided, you may make a written request to appeal to the Board of Directors of Hilltop Lakes to discuss the request.

Property Owners Association of Hilltop Lakes
Information Receipt

I acknowledge receipt of my requested documents:

Signature

Date

Revised: 7/23/12