AHPOA Member Request for Records

It is the intent of the Aquia Harbour Property Owners Association, Inc., to fully comply with the Non-Stock Corporation Act of the Code of Virginia with regards to the Association's operations. As a private corporation the AHPOA is not subject to the Freedom of Information Act (FOIA).

Section 13.1-933, paragraph B, of the Non-Stock Corporation Act specifies which of the Association's records are available for inspection and copy by members and these include monthly/annual financial reports (accounting), membership information, articles of incorporation, bylaws, resolutions, board minutes, written communication to the membership, names and business addresses of directors and the annual report to the state. Members wishing to inspect and copy any of these records must meet the criteria specified in Section 13.1-933, paragraph C:

1. Been a member of record for at least six months immediately preceding his demand;

2. The demand is made in good faith and for a proper purpose;

3. Describes with reasonable particularity the purpose and the records to inspect; and

4. The records are directly connected with the described purpose.

Requests for personnel records of any kind, ongoing contract negotiations and documents regarding ongoing legal disputes will not be processed.

Date:	Member Name:	Lot #:

Specific Records Being Requested:

Purpose of the Request for these Documents:

I hereby verify that I am a member in good standing and that at all information provided on this form is accurate. I further agree not to distribute the information I obtain through this request beyond the membership of the AHPOA.

Signature _____   Contact Information _____

*If approved you will be asked to contact the Business Office to schedule a time to inspect the documents requested. Copies may only be requested for items identified in **13.1-933 B.** A request for copies exceeding 10 pages maybe subject to a per page fee of $0.50. You may schedule your appointment by phone 540-659-3050 or email AHPOA@aquiaharbour.org. At least 5 business days notice is required.*

Approved _____   Denied _____   General Manager _____ Date _____