



# The Oaks Community Association

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## Request to Inspect and or Copy Records

Date of Request: \_\_\_\_\_

Document(s) Requested: \_\_\_\_\_

Civil Code Section Cited: (if known) \_\_\_\_\_

Are you asking to inspect documents in the office or are you asking that the documents be copied? \_\_\_\_\_

To inspect documents in the office you will need to make an appointment with the Community Manager.

To have documents copied you must pre-pay the copy cost. The cost for copies will be .10 cents per page and may also include a charge of \$10.00 per hour for staff time. The Community Manager will estimate the cost for copies. Because electronic transmissions are easily altered our policy is to distribute hard copies of all documents. We do not email documents.

Are you willing to approve the charges? \_\_\_\_\_

What is the purpose of your request? \_\_\_\_\_

\_\_\_\_\_

Lot Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Signature \_\_\_\_\_

Office Use:

Date Request was received: \_\_\_\_\_ Date Documents were delivered: \_\_\_\_\_

Copy charges Paid: \_\_\_\_\_

Person Documents Were Delivered To: \_\_\_\_\_