



For Official Use Only	
Applicant is a Member in good standing.	
_____	_____
Initials	Date

RECORDS REQUEST

Per RCW 24.03A.215 & 64.38.045 Members are entitled to review and copy certain nonprofit corporate documents. All documents requested must meet the RCW 26.03A.210 Corporate Records list. (See RCW for details). There are also certain documents that are not available for member inspection. (Examples: Employee records, attorney-client privilege or related work products, records, which, if disclosed, would be reasonably likely to result in harm to the corporation or a third party, etc.) Per Shelter Bay Rules and Regulations, Part II, Chapter 90 Records Management, Community Records means those records of Shelter Bay Community Inc. generated or received during the conduct of official business of the community, its administration, board, staff, and committee functions.

Please allow no less than five (5) business days for staff to complete your document request and to set a time to review documents with a staff member present, if necessary. If you are requesting copies of any of records which require a charge per the Fee Schedule, that charge will be applied to your account.

All document requests must be made in good faith and for a proper purpose. The Member must describe with reasonable particularity, the purpose, and the records the member desires to inspect. (RCW 24.03A.215(4)(a)&(b))

Member Name: _____ Phone #: _____

Lot#/Address: _____ Email: _____

Date of Document Request: _____

- I understand I may review approved documents but I may not remove any documents or files from Shelter Bay offices.
- I understand that if I request printed copies of approved documents I will be charged .10 cents per page copied to my account. There is no charge for electronic copies, however a reasonable charge for processing the request may apply.
- I understand that I must provide a purpose for my request with each document along with the specific date and title of the document.
- I agree to reasonable restrictions requires by the board on the use or distribution of records.
- If I am requesting a membership list, I understand I may not use it to solicit cash or other property (unless it will be used solely for approval to solicit the members in an election to be held by Shelter Bay Community, Inc.), used for any commercial purpose, or sold to or purchased by any person. (RCW 24.03A.240)

Document Requesting**	Date of Document	Purpose of Request	Official use Only: Approved/ Denied	Official Use Only: By:	Official Use Only: Date:

Please add more pages as needed.

The Shelter Bay staff will work to accommodate your request within five (5) business days.

**Please note that the following documents may be accessible on the member login of the website for you free of charge. If requesting copies from the office, fees will apply.

Master Leases

Rules & Regulations Part I & II (Chapters 10 – 100)

Board Actions – Can be found in newsletters & in Board Approved Minutes

Committee Actions – Can be found in Committee Approved Minutes

Committee Guidelines

Board and Committee Meeting Minutes and Agendas

Annual Budget

Annual Audit

Reserve Study

Shelter Bay reserves the right to update member accessible document list as necessary to comply with RCWs and newly passed State legislation.