

***Bella Vista Townhouse Association***  
**Member Request to Review ‘Books and Records’**

**Disclaimer**

As a member of the *Bella Vista Townhouse Association* (BVTA), I understand that I am being provided access to the business records pursuant to BVTA Bylaws.

I certify that I am requesting access to these records for lawful purposes.

I understand that these records may contain personally identifiable information and that BVTA may redact certain personally identifiable information if, in its sole discretion, BVTA determines such information is not relevant to the stated purpose of the request for records.

I agree not to use, disclose, or publish any of the information I may encounter except as authorized by law or BVTA Bylaws.

I agree to indemnify and hold harmless BVTA, its Board members and staff from any damages (including any attorney fees incurred defending against claims for damages and attorney fees incurred enforcing the terms of this agreement) by a member’s unauthorized use, disclosure or publication of any information contained in the records.

I agree that BVTA may, in its sole discretion, provide copies of the requested information in lieu of actual production of the original documents.

I agree that BVTA may segregate the requested records and provide reasonable limitations on access to such records such as, but not limited to, requiring the presence of a director or manager, designating a time and location for inspection of the records, and imposing a reasonable period of time in which to complete inspection of the records. Said period being thirty (30) days starting on the agreed date of inspection.

I agree to reimburse BVTA for the cost of complying with this request if it is determined that the request was made for improper purposes or as part of a harassment campaign.

---

Member Name

---

Address

---

Signature

---

Date