

HTCRHOA Policy

for

Inspection and Copying of HOA Records

It is the policy of TCRHOA to make all HOA records available to all lot/homeowners. The HOA has established a web site, www.htcrhoa.com to be used as the primary means of communication with lot/homeowners. If a lot/homeowner wants to inspect or copy any record not included on the web site, they must follow the following steps.

1. A request for the specific information must be submitted to the Board.
2. All reasonable requests will be granted as determined by the HTCR Board.
3. The Board will respond in writing to the lot/homeowner specifying a five day period of time when the lot/homeowner may have access to the requested information. This will be within 30 days after the request is received by the Board.
4. The lot/homeowner will be responsible for all expenses associated with reproduction of the information.