

File Access Protocol
Approved January 9, 2014

1. The Property Owner will send their request to the BOD via U.S. Mail or email. The secretary will forward the request to all members of the BOD within 3 days from receipt of request.
2. A member of the BOD will contact the Property Owner within 24 hours after the request has been forwarded to all members of the BOD and make an appointment to meet the Property Owner at Tombstone Real Estate.
3. The BOD member will remove requested documents for Property Owner to review/photo copy.
4. The BOD member will return original to file. No documents leave the office and no Property Owners may go through the files searching for documents.