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# File Access Protocol

For PO & Board  
REVISED JUNE 3, 2021



## Section A

As most of these files are confidential, a Property Owner or Board member has the right to inspect and copy the records as found in section B of this protocol only if the following conditions are met:

- The PO or Board member's request is for a specific purpose
- The PO or Board member proves a valid and reasonable particularity to inspect.
- Only records that are directly connected to that PO or Board member's valid request may be reviewed

## Section B

1. The Property Owner and all Board members will send their request to the secretary via U.S. Mail: High Lonesome Ranch Estates PO Box 215 Elfrida, AZ 85610 or email. [secretary@hlrpoa.com](mailto:secretary@hlrpoa.com)
2. The secretary will contact the Property Owner or Board member within 72 hours after the request has been received to make an appointment to meet the Property Owner or Board member at the current stored location.
3. The Secretary will remove requested documents for Property Owner or Board member to review.
4. The Secretary will copy if requested and return requested documents to file after the review. ***No documents may leave the office. No Property Owner or Board member may randomly search the files for additional unrequested documents.***