

BRIARCLIFF TOWNHOMES
FORMAL REQUEST FOR INSPECTION AND
PRODUCTION OF ASSOCIATION RECORDS

To: Board of Directors and HOA Manager/Managing Agent
Re: Association Records — January 1, 2024 through Present
Date: _____

Dear Board Members and HOA Management,

Pursuant to **California Civil Code §§ 5200–5215**, the Briarcliff Townhomes homeowners/members supporting this request formally request inspection and/or copies of Association records for **January 1, 2024 through the present**. The purpose is to review the Association's financial affairs, expenditures, contracts, vendor relationships, and common-area projects.

Please provide the following records, to the extent subject to member inspection under California law:

- 1. Financial Records.** Financial statements, accounting records, general ledgers, invoices, receipts, check registers, canceled checks, disbursement and payment records, expense reports, and other inspectable records showing amounts paid or owed by the Association.
- 2. HOA Management.** Current and prior manager/management company contracts covering this period, amendments, compensation agreements, invoices, reimbursements, payments, and related inspectable financial records.
- 3. Vendors and Contractors.** Executed contracts, amendments, proposals, bids, invoices, approved purchase orders, and payment records for **Zoom Security Group; Baz Technology; All Season HVAC; 1&1 Electric Inc.; roofing contractor(s); plumbing contractor(s); landscaping contractor(s);** and other Association vendors or contractors during this period.
- 4. Projects, Permits and Inspections.** Permits, applications, approvals, inspection reports/results, and related project records in the Association's possession for **pool, tennis court, roofing, HVAC, electrical, plumbing, security cameras/access control, gates/intercom, and landscaping** projects, to the extent these constitute inspectable Association records.
- 5. Board Approvals.** Board records and meeting minutes reflecting approval of these contracts, vendors, projects, and expenditures, including written approvals of proposals and invoices, where subject to member inspection.

Attorney-client privileged material, confidential homeowner information, personnel records, and other legally exempt records are not requested. Please provide nonexempt portions with lawful redactions and explain in writing the legal basis for any withholding or redaction.

Please make the records available within the applicable California statutory time periods, preferably electronically, and advise in writing how to obtain copies or arrange inspection. Please advise in advance of any permitted copying or redaction charges.

Signed **Homeowner Authorization and Support for Association Records Request** forms support this request and permit verification of the signers' homeowner/member status.

Sincerely,

Briarcliff Townhomes Homeowners/Members

Reply contact (name/email): _____