

## REQUEST FOR INFORMATION

Per the **Illinois Common Interest Community Association Act** (As Effective May 27, 2022) Illinois Compiled Statutes, Ch. 765, Act 160, Sections 1-1 through 1-90, and the Association Amended By-Laws, the following Board records are available for examination and copying upon written request from a member of the Association:

*(i) Copies of the recorded declaration, other community instruments, other duly recorded covenants and bylaws and any amendments, articles of incorporation, articles of organization, annual reports, and any rules and regulations adopted by the board shall be available.*

*(ii) Detailed and accurate records in chronological order of the receipts and expenditures affecting the common areas, specifying and itemizing the maintenance and repair expenses of the common areas and any other expenses incurred, and copies of all contracts, leases, or other agreements entered into by the board shall be maintained.*

*(iii) The Minutes of all meetings of the board which shall be maintained for not less than 7 years.*

*(iv) With a written statement of a proper purpose, ballots and proxies related thereto, if any, for any election held for the board and for any other matters voted on by the members, which shall be maintained for not less than one year.*

*(v) With a written statement of a proper purpose, such other records of the board as are available for inspection by members of a not-for-profit corporation pursuant to Section 107.75 of the General Not For Profit Corporation Act of 1986, which states as follows:*

*“Any voting member shall have the right to examine, in person or by agent, at any reasonable time or times, the corporation’s books and records of account and minutes, and to make extracts therefrom, but only for a proper purpose. In order to exercise this right, a voting member must make written demand upon the corporation, **stating with particularity the records sought to be examined and the purpose therefor.**”*

*(vi) With respect to units owned by a land trust, a living trust, or other legal entity, the trustee, officer, or manager of the entity may designate, in writing, a person to cast votes on behalf of the member or unit owner and a designation shall remain in effect until a subsequent document is filed with the association.*

*(vii) Any reserve study*

Upon receipt of the completed *Request for Information* form submitted by any member or unit owner in a common interest community subject to the authority of the board, their mortgagees, and their duly authorized agents or attorneys, the Board or its appointed agent will make the requested information available for examination and copying *by appointment and at convenient hours of weekdays*. Retrieval and copying fees will be due at the time of examination and/or receipt of copies. Information will NOT be sent via email.

**NOTE: A reasonable fee may be charged by the Board for the cost of retrieving and copying records properly requested. Below is a schedule of said fees:**

**Copies: \$0.50 per page**

**Retrieval of records: \$25 per hour**

**A \$10 service fee will be charged if paying by credit/debit card**

**REQUEST FOR INFORMATION**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Mailing Address if different from above:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Please state with particularity a Description of the requested records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a Statement of Proper Purpose for your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Association Member: \_\_\_\_\_

=====

**Office Use Only:**

# of Copies requested \_\_\_\_\_ @ \$0.50 per page: = \$ \_\_\_\_\_  
\$25 Retrieval fee x \_\_\_\_ Hour(s) or fraction thereof: = \$ \_\_\_\_\_  
**TOTAL DUE:** \$ \_\_\_\_\_

Paid by:  cash  check # \_\_\_\_\_  debit/credit card Paid On: \_\_\_\_\_

Received by: \_\_\_\_\_ (print name)