

**DISCLAIMER**

No representation or recommendation is made by the Agent, its employees, or the California Association of Community Managers as to the legal sufficiency, legal effect, or other consequences of this Agreement. The parties shall rely solely upon the advise of their own legal counsel as to the legal and other consequences of this Agreement.

By affixing signatures below, both Association and requesting party agree to the terms, conditions and provisions specified by this Management Service Agreement and attached Exhibit A.

By:

LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

\_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUESTING PARTY

APPOINTED AGENT

\_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(If requesting party is appointing an "Agent", both parties must sign.)

LAKE SHASTINA PROPERTY OWNERS ASSOCIATION  
PUBLIC RECORDS COPY REQUEST FORM

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_

Property Unit and Lot Number: \_\_\_\_\_  
(if applicable)

Please indicate method of delivery (circle one):      Mail      Fax      Pickup

INDIVIDUAL PROPERTY OWNER CHARGES:

Reimbursable Association Administrative Operating Costs/Expenses billed directly to Individual Property Owner. The following charges are reimbursable Administrative Operating Expenses incurred on behalf of the Association. An invoice to substantiate each charge will be provided. Any charges not paid at the time of delivery will be added to the Property Owner's next billing statement. Copies for non-property owners will require a deposit of 50% of the estimated charges. The total invoice for services is paid at the time of the delivery, or any refunds of deposit due will be returned at that time.

Copies of Association Documents		
1	CC&Rs, By-Laws, & Articles (complete set) (effective 7/1/09)	\$ 25.00
2	Copies of Resolutions (by subject or all)	\$ 0.15/page
3	Minutes (specify date)	\$ 0.15/page
4	Other documents requested (specify below)	\$ 0.15/page
	Postage or shipping charges	\$ Actual cost
	Fax charges	\$ 1.00/page

List of Documents required:  
(Note: A more specific request will result in fewer pages to be copied.)

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Note: The foregoing price list is intended to identify the major areas of service which are extraordinary expenses. The above fees may be subject to change without notice.

**“EXHIBIT A”**