

**Hilton Head Plantation
Property Owners Association, Inc.
Information Request Form**

NAME: _____

ADDRESS: _____

If you are acting as an agent for a member or property owner, please attach your written authorization to do so, with the name and address of the member or property.

INFORMATION REQUESTED: _____

REASON FOR REQUEST: _____

Examination of books and records of the Property Owners Association of which you are a member is available during normal business hours in accordance with State Law, Chapter 31 of the South Carolina Nonprofit Corporation Act. Certain information is required to be made available. However, the persons requesting the information are solely responsible for any legal liability or damages arising from or relating to their use of the information. The POA provides the information required by State Law, but it assumes no liability or responsibility for the manner in which the persons to whom it is provided use the information, or for any misrepresentations made by those persons in this information request.

Date

Signature

NOTE : Hilton Head Plantation Property Owners Association charges 10 cents a per copy. The charge for staff time required to retrieve and copy materials is \$3.00 per quarter hour, or any part thereof (\$12.00 per hour). Minimum charge for staff time is 6.00. If the time spent is one-quarter hour or less, there is no charge for the first quarter hour. Charges will be detailed by invoice and are due at the time copies are received. Please note extensive requested for copying may require a deposit before the job is commenced.