

# Asbury Villas

Homes Association

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The governing documents of Asbury Villa Town Homes Association allow for the Approving Party from time to time to enact necessary and reasonable policies on behalf of the Association. These policies are created with the intention to safeguard your personal property value and to enhance your enjoyment of the community.

The following policy was adopted on September 16, 2010 by the Approving Party in accordance with the powers granted by the governing documents of Asbury Villas Homes Association.

## DOCUMENT REQUEST POLICY

The Board of Directors will make a reasonable effort to allow homeowners access to all financial documents and contracts pertaining to Asbury Villas through Board and Committee Meetings as well as posting information on the website and at the clubhouse. The association asks that homeowners make every effort to attend these important meetings.

If a homeowner in good standing requests additional documentation than what has been provided, the Board will make arrangements at a mutually benefit time for the association to produce such documents at the following costs:

\$40 an hour for association or agent clerical work

\$0.25 per copy or scanned document

The Board requires homeowners to submit their document request in writing and sent to the management company with a copy to the Board of Directors.

The Board asks that the homeowner submit a check prior to any work starting in the amount of a good faith estimate of time that will be required for this work at the sole discretion of the Board. The association or agent performing the work will keep a timesheet regarding the time spent on the project. The association or agent will send the completed document request to the Board and time sheet for the Board's approval. If the work was completed in a shorter time than estimated, a check will be sent to the homeowner along with the documents requested.

If the request takes longer than expected the association or agent will produce the time sheet and another estimate of time and cost to complete the project for the Board's review. The Board may ask the homeowner to submit another check prior to the work being completed. The association or agent will deposit the check and continue working on the request as outlined above.