

**COUGAR BAY WATER ASSOCIATION, INC.
MEMBER RECORDS INSPECTION REQUEST FORM**

NOTICE: Idaho law and Association Bylaw § 11.1 give members specific rights to inspect Association records. Complete this form and submit it to the Association Secretary. Your rights depend on the type of record requested, as described in the table below.

Record Category	Right to Inspect	Right to Receive Copies
Records Under Idaho Code § 30-30-1102(1) <i>(Idaho Code § 30-30-1101(5))</i>	Yes — on demand, no reason required	Yes — on demand, no reason required
Records Under Idaho Code § 30-30-1102(2)	Yes — if a proper purpose is established	Yes — if a proper purpose is established
All Other Records <i>(Bylaw § 11.1)</i>	Yes — if proper purpose established and Board approves	No — inspection only; copies at Board’s discretion

PART A — MEMBER INFORMATION

Full Legal Name: _____

Property / Lot Address: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

PART B — RECORDS REQUESTED (check all that apply)

Section 1: Records Under I.C. § 30-30-1102(1) (Idaho Code § 30-30-1101(5))

Members have the right to inspect and receive copies of the following records on demand, without stating a reason. Check any you wish to inspect or copy.

- Articles of incorporation and all amendments thereto
- Current bylaws and all amendments thereto
- Board resolutions addressing member characteristics, qualifications, rights, limitations, and obligations
- Minutes of member meetings and records of member actions taken without a meeting (past 3 years)
- Written communications to members generally within the past 7 years, including financial statements furnished during that period
- List of the names and business addresses of current directors and officers

Most recent annual report delivered to the Idaho Secretary of State

For the records checked above, I request to:

Inspect in person Receive copies Both

Section 2: Records Under I.C. § 30-30-1102(2)

Members may inspect and receive copies of the following records if the Board determines a proper purpose has been stated. A completed Statement of Purpose in Part C is required.

- Accounting records of the Association (describe specifically in the space below)
- Association membership list
- Excerpts from § 30-30-1101(5) records not otherwise provided (describe specifically below)

Describe the specific § 30-30-1102(2) records requested:

For the records checked above, I request to:

Inspect in person Receive copies Both

Section 3: All Other Association Records (Under Bylaw § 11.1)

*Bylaw § 11.1 gives members the right to inspect “all books and records of the Association for any proper purpose,” subject to Board approval. This includes records not covered by the statutory categories above. **Important:** The right under Bylaw § 11.1 is a right to inspect only. It does not include the right to receive copies. Copies of records in this category are provided solely at the Board’s discretion.*

Describe the specific records requested (identify by document name, date, or subject):

PART C — STATEMENT OF PURPOSE (Required for Sections 2 and 3; not required for Section 1)

Under Idaho Code § 30-30-1102(3) and Bylaw § 11.1, a request for records under § 30-30-1102(2) or other records under the Bylaw must be made in good faith, state the purpose with particularity, and identify how the records requested are directly connected to that purpose. The Board will evaluate this statement before acting on your request.

[continued on the following page]

State your specific purpose for this inspection request:

Explain how the records identified in Part B are directly connected to that purpose:

PART D — MEMBER CERTIFICATION

By signing below, I certify that: (1) I am a current member of Cougar Bay Water Association, Inc., as evidenced by my ownership of property within the Association; (2) this request is made in good faith; (3) the purpose stated above is accurate and complete; and (4) I have not submitted this request on behalf of a competitor of the Association, on behalf of any other third party or entity, or for any improper purpose.

Member Signature

Date

FOR ASSOCIATION USE ONLY

Date Received: _____

Received By: _____

Board Determination:

Approved Denied Pending Additional Information

Basis for Determination / Notes:

Date of Board Response:

Response Sent By: _____

This form implements the member records inspection rights established by Idaho Code §§ 30-30-1101 and 30-30-1102 and Association Bylaw § 11.1. Questions should be directed to the Association Secretary. Retain a copy of this completed form for your records.