

**BOARD OF DIRECTORS
CRUMBACHER ESTATES OWNERS ASSOCIATION**

Policy #002

Request of Public Information

Approved: February 28, 2011

Any member of the Crumbacher Estates Owners Association has the legal right to obtain information regarding the conduct of business matters pertaining to the association.

It is the responsibility of the Board of Directors to fulfill such requests in a timely manner.

When any request for public information is received, the Board shall respond by providing such documents or information within a two week period. Requests may be made to any member of the Board, and may be verbal or in writing; however, the Board may ask that a particular request be made in writing, either to clarify what specific information is being requested, or to keep permanent documentation that the request was received.