

Braden Castle Association, Inc.

RECORDS REQUESTS

1. A parcel owner shall request copies of records in writing be certified mail, and the office will have 10 business days after receipt of the request to provide access to the Association's records.
2. The office may charge \$20 per hour to retrieve and copy records if the time spent exceeds one-half hour and there are 25 or more copies made.
3. The office may charge up to 25 cents per page or actual cost if outsourced and there are more than 25 pages.
4. A parcel owner is limited to a maximum of 8 hours per month in-office retrieval/copying time.