

Colony West HOA & COA Document Request
31 Colony West Drive
Champaign, IL 61820
P: (217) 359-3405
E: cwhoa31@gmail.com

Colony West HOA & COA Document Request

Resident Information:

Full Name: _____
Name of Homeowner: _____
Property Address: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Requested Document(s):

- ☐ HOA Governing Documents (CC&Rs, Bylaws, Rules & Regulations)
- ☐ Financial Reports (Budgets, Year-End Statements)
- ☐ Board Meeting Minutes
- ☐ Architectural Review Committee Guidelines (Fence Committee)
- ☐ Insurance Certificates
- ☐ Vendor Contracts
- ☐ Collection or Enforcement Policies
- ☐ Other: _____

Format and Delivery Preference:

- ☐ Electronic (PDF via Email): _____
- ☐ Printed Hard Copy (Pick-up at Office)
- ☐ Mailed Copy (Fees may apply)
 - Mailing Address (if different) _____

Please continue to next page

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Service Fee Policy Notice:

In accordance with HOA policy and applicable state law, certain non-essential or elective services (including but not limited to document preparation, special reports, and physical requests) may incur service fees to cover administrative time, printing, postage, or other related costs. These fees will be disclosed in advance. Examples of billable services may include: overnight mailing or courier service or copies of historical documents beyond statutory disclosure. Fees will be itemized and communicated once the scope of the request is reviewed.

Agreement and Acknowledgement:

By signing below, I understand that I am the property owner or an authorized representative and I understand that:

- My request will be reviewed in accordance with HOA policy and applicable law.
- I may be subject to fees for non-essential or elective services.
- The HOA will notify me of any charges in advance, and I agree to pay such fees before fulfillment of the request.

Signature and Date:

Signature

Date

OFFICE USE ONLY:

Date Received: _____

Received By: _____

Response Due: _____

Documents Provided: _____

Fees Charged: _____

Dates Fulfilled: _____

Notes: _____