

Records Request

[Date]

Board of Directors
Oak Hills HOA

Re: Request for records related to the violation notice dated [date of notice]

Dear Board of Directors,

I am a homeowner in Oak Hills HOA. I recently received a violation notice, and I am writing to request copies of association records related to it.

Under Tex. Prop. Code ch. 209, Association books and records must be open to examination by an owner; the request must be in writing and sent by certified mail (Tex. Prop. Code § 209.005(c), (e)).

Accordingly, I request the following records:

1. The recorded rule or covenant provision cited in the notice.
2. The association's adopted fine schedule or enforcement policy.
3. Records of enforcement actions taken under the same provision.
4. The account ledger for my property.

Please provide these records, or written confirmation of when and how they will be made available, within the period provided by the statute cited above, or within a reasonable time if no period is specified. I am happy to pay any copying cost the statute permits.

Thank you for your attention to this request.

Sincerely,
[Your name]
[Your address]