

THE VILLAS AT SHREWSBURY - REQUEST FOR INFORMATION

The Villas at Shrewsbury (TVAS) Executive Board is from time to time asked to give information which it might consider sensitive in nature. Before answering such enquiries the Board will seek clarification of the reasons for the request.

The Board must protect the privacy of all homeowners in the community.

Requests for information of a general nature may be answered by the management company (Community Asset Management). Requests of a more specific and sensitive nature must be referred to the Executive Board, who will authorize and issue the answer. It will make the final decision.

The following questions should be answered in writing by those wishing responses to sensitive matters and those seeking access to certain records of TVAS, especially those of a financial nature:

1. What particular, specific, information do you need?
2. To what purpose (compelling need) will you use it?
3. What are the consequences of not having this information at this time, or at all?
4. With whom do you intend to share this information?
5. Why is there a need to share this information?
6. Do you think that you have a 'right' to this information?
7. What is the basis of the 'right'?
8. What minimum information could you use to meet a reduced purpose (a need)?
9. When would you expect such information to be supplied?
10. Is any of this information considered private or personal? No private or personal information will be supplied without the express knowledge and written approval of all persons affected by this request.
11. Do you wish to add a personal statement to this request?