



Date Received by PPA: _____

Staff Person: _____

Copy Cost: _____

Prospect Park Association Records Request*

1. Name of Requestor: _____

Mailing Address: _____

Email Address: _____

2. Requestor's Status (Circle applicable status)

PPA Director

PPA Member

Agent or Attorney in behalf of [fill in blank]

Other [fill in blank] _____

3. Type of records requested (circle requested record type)

Articles

Bylaws

Accounting Records

Voting Agreements

Reports of Member Meetings

Most recent Form 990

Minutes of Board Meetings Meetings of committees having any of the authority of the board of directors

Financial statement showing the financial result of all operations and transactions affecting income and surplus during PPA's last annual accounting period and a balance sheet containing a summary of PPA's assets and liabilities as of the closing date of the accounting period.

4. Records requested for the following date range

State Date: ___ / ___ / _____ (no older than six years from date of request)

End Date: ___ / ___ / _____

5. Please describe the purpose of this request:

6. Are copies requested? If yes, PPA will charge the requesting party a reasonable fee to cover expenses of providing copies of documents.

YES

NO