

FAIR OAKS RANCH HOMEOWNERS' ASSOCIATION (FORHA)
Public Records Request Form

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
Phone (210) 698-2225
Email: forha@gvtc.com

Requestor's Name: _____ Telephone: _____
(Please Print)

Address: _____
(Please Print) House number and street City State Zip

I understand that:

1. My request is limited to the information in existence at the time and on the day my request is received.
2. FORHA has no duty to answer questions or create documents to respond to a request pursuant to the Texas Public Information Act, but if I ask a question, FORHA will make a diligent effort to determine whether there is information responsive to my questions in its records and respond.
3. Certain information held by FORHA may be confidential as a matter of law or may be excluded from public disclosure when applying various provisions of the Texas Public Information Act or the Texas Property Code.

Description of Information Requested:

Requestor's Signature: _____ Date: _____

Written request attached: Yes No

Charges for Request

- Cost per page standard size up to 8.5" x 14" \$.10/ page x # Pages _____ \$ _____
- Oversize Paper \$.50/page x # Pages _____ \$ _____

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|--|-------------|---|-----------------|---------|
| <input type="checkbox"/> CD | \$1.00 each | x | # CDs_____ | \$_____ |
| <input type="checkbox"/> DVD | \$3.00 each | x | # DVDs_____ | \$_____ |
| <input type="checkbox"/> Audio Cassette | \$1.00 each | x | #Cassettes_____ | \$_____ |
| <input type="checkbox"/> Personnel Cost for more than 50 Pages | \$15.00/hr | x | # Hours_____ | \$_____ |
| <input type="checkbox"/> Postage | Actual Cost | | | \$_____ |
| <input type="checkbox"/> Labor Charge for Programmer | \$28.50/ hr | x | # Hours_____ | \$_____ |
| <input type="checkbox"/> Other Cost | Actual Cost | | | \$_____ |
| Description: _____ | | | | |
| <input type="checkbox"/> Overhead Charges (20% of Personnel Charges) | | | | \$_____ |
| <input type="checkbox"/> Transaction fee -Credit Card or Debit Card | Actual Cost | | | \$_____ |

For FORHA Use Only

Request received by: _____ Date: _____

Notes/Comments: _____

Released by: _____ Date: _____

Total Charge: \$ _____

Paid by Check #: _____

Paid by Method Other than Check: _____

Approved by FORHA BOD on September 3, 2019