

From:

Date:

To:

The Executive Board
Patriots Choice Homeowners Association

Use the address shown on your most recent annual meeting notice or mail to the Association's registered agent on file with Adams County.

Re: Request for Inspection of Association Records under 68 Pa.C.S. § 5316 and 15 Pa.C.S. § 5508

Dear Members of the Executive Board,

I am a unit owner in Patriots Choice Homeowners Association, which is incorporated as a Pennsylvania nonprofit corporation. My purpose in making this request is to evaluate Association governance, the 2026 budget and dues increase, the bylaw amendment vote, the adoption of the rules and fines, and the use of Association funds, and to communicate with fellow unit owners about matters affecting the Association. These are proper purposes reasonably related to my interest as a member.

Pursuant to my rights under the Pennsylvania Uniform Planned Community Act, 68 Pa.C.S. § 5316, and as a member of a nonprofit corporation under 15 Pa.C.S. § 5508, I respectfully request access to inspect and copy the following Association records:

- 1. Annual financial statements.** The Association's annual financial statements. Under 68 Pa.C.S. § 5316, these are to be provided within 30 days of a written request.
- 2. Legal fee substantiation.** Legal fee invoices, statements, ledgers, payment records, check registers, engagement letters, and retainer agreements for 2024, 2025, and 2026 to date, showing dates, amounts, payee, matter name or general matter description, and payment status. I am not requesting privileged legal advice. If any portion is redacted or withheld as privileged, please provide a withholding log identifying the document type, date, amount, payee, and the basis for withholding.
- 3. Reserve support.** Any reserve study, capital-needs assessment, stormwater repair estimate, detention pond inspection report, capital plan, or other document used to support the current reserve balance and the \$6,100 reserve contribution in the 2026 budget.
- 4. 2026 budget adoption.** The minutes or written record of action at which the 2026 operating budget was adopted, including the increase in annual dues from \$96 to \$150 per unit, and any notice of that meeting sent to unit owners.
- 5. Bylaw amendment vote.** The complete record of the vote on the proposed amendments to Sections 5.8 and 8.1 of the Bylaws presented at the September 18, 2025 annual meeting, including the notice sent to unit owners and proof and date of delivery; the agenda; the proposed amendment text; the quorum calculation; attendance and sign-in records; the total votes allocated in the Association; all proxies and absentee ballots; the vote tally for and against each amendment; the identification and report of any independent reviewer who received absentee ballots; and any written record determining whether each amendment passed (relevant to 68 Pa.C.S. § 5306 and § 5308).
- 6. Fines rule adoption.** The complete record concerning adoption of the current Rules and Regulations and the schedule of fines, including the version adopted, the date of adoption, the motion or resolution, the vote, the minutes, the effective date, the notices sent to unit owners, any drafts or prior versions circulated, and any policy the Board intends to use to provide notice and an opportunity to be heard before a fine is imposed under 68 Pa.C.S. § 5302(a)(11)(i).

7. Membership register. The current membership register or list of unit owners, including unit address and last known mailing address, for the proper purpose of communicating with fellow members about Association governance, proposed amendments, budgets, rules, fines, and matters affecting the Association.

I would prefer electronic copies where available. I am prepared to pay a reasonable fee not exceeding the cost of copying; please notify me before any copy charge exceeds \$25. Annual financial statements are due within 30 days under § 5316; for the remaining records I would appreciate access within 30 days of receipt. If you decline to produce any record, please provide a written response stating the specific basis under § 5316, § 5508, or other applicable law.

Respectfully,

Signature

Printed name · Unit address

***Suggested:** send via USPS Certified Mail with Return Receipt Requested. Approximately \$9 in additional postage creates a documented record of delivery.*