

# Tempo Lake Glade Association Information Request

(rev: 4/2016)

**\*All requests must be in writing and sent to the Board at the address listed below.**

Please provide the following information: (required to process request)

1. Requester Name
2. Address (property and mailing if different)
3. Lot ID (number or letter)
4. Phone Number
5. Date of Request
6. Documents Requested (please be as specific as possible including dates).
7. State whether requesting copies or wish to “view only” the information.
8. Mail request to:

TLGA  
PO Box 553  
East Olympia, WA 98540

The Tempo Lake Glade Association (TLGA) is an all-volunteer organization and requests will be processed in as timely a manner as possible depending on volunteer availability.

TLGA has a very *limited* budget therefore *all* costs that may be incurred providing copies or for viewing of information must be paid for in advance of information being assembled or copied. An estimate of costs will be provided when requested.

\*All payments must be in the form of a certified check or money order payable to:  
TLGA.

TLGA Covenants, Bylaws and Minutes available on the website:

<http://tempolakeglade.com>