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EXHIBIT A

WINCHESTER LANDING HOMEOWNERS ASSOCIATION, INC.

RECORDS ACCESS REQUEST

I, the undersigned individual, certify as follows:

1. I am: ☒ a **Member** of Winchester Landing Homeowners Association, Inc. ("Association")

   OR ☐ an **authorized agent** of _____, who is a Member of the Association, and a copy of the Member's authorization is attached to this Form.

2. I am requesting the following **specifically identified and described records** of the Association ("Records"): [*provide a detailed description of the specific records you are requesting access to; use an additional page if necessary*]

The final approved architectural change request application for the fence installed on lot 171, including the application as submitted, any site plans or drawings submitted with the application, and the Association's final written approval ~~and any conditions attached to that approval.~~ _____.

3. The **date range of the requested Records** is: N/A. [*for instance, for a specific date or month*]
4. My **proper purpose** for requesting these records is: [*provide a detailed statement of the proper purpose related to membership – the reason for your request*]:

To understand how the Association administers its architectural review process and documents approved fence applications, in the interest of transparent and consistent enforcement of the governing documents. _____.

5. **Method of Access**: ☒ provide me with a copy of the requested records.

   ☐ contact me to schedule an appointment to examine the requested records at the management agent's office.

6. **Representations**: by signing and submitting this request, I represent, acknowledge and agree that:
   (a) My request for these Records is made in good faith and is related to my membership in the Association;
   (b) My request for, and use of, these Records is governed by the Association's Board-adopted Policy Resolution titled "MEMBER ACCESS TO ASSOCIATION RECORDS & COST SCHEDULE" ("Records Policy");
   (c) I will use the Records and information obtained from them solely for the proper purpose stated above.
   (d) I will not use the records or information obtained from them for pecuniary gain or commercial purposes or for any other improper purpose; I will not publish them or make them available to non-Members in violation of the Records Policy;
   (e) I understand that the Association may withhold or redact Records to the extent permitted or required by applicable law; and
   (f) I understand that I am responsible for costs chargeable under the Records Policy.

See qualification to representations (b) and (d) below.

Member or Agent's printed name: David Gillette

Member or Agent's signature: David Gillette

Member's Lot address: 105 Maury Way
Winchester VA 22602

Member's Mailing address: _____
(if different)

Member or Agent's Email address: [redacted]

Date: 10/15/26

I acknowledge receipt of the Association's Records Policy. My signature does not constitute agreement that any provision of the policy may restrict rights afforded to me under applicable Virginia law, including lawful use or publication of Association records. I reserve all such rights.