

**John Harbison**  
916 Via Panorama  
Palos Verdes Estates, CA 90274

March 4, 2018

Mr. Philip Frengs  
President  
Palos Verdes Homes Association  
320 Palos Verdes Drive West  
Palos Verdes Estates, CA 90274

Dear Phil:

As you know, I am a member in good standing of the Palos Verdes Homes Association. I wish to inspect and make copies of the minutes of the Homes Association Board of Directors meetings bearing on the question of annual election and quorums. By this letter I am asking the Homes Association to send me copies of all minutes reflecting discussion or action of the board on the question of the annual election or quorum. I would prefer you send me PDFs of the documents. If that is not possible, I would ask that you permit me or my designated agent to appear at the offices of the Homes Association during regular office hours to make copies. Please advise me in writing within ten days of how the Homes Association intends to respond to this request.

Thank you.

Best regards,  
John

