

## DEVONSHIRE CLUSTER HOMEOWNERS ASSOCIATION

### POLICY RESOLUTION NO. 2012-3

#### Cost Schedule for Examination and Providing Copies of Association's Books and Records

WHEREAS, Devonshire Cluster Association ("the Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act") and the Association's Declaration of Covenants, Conditions and Restrictions ("Declaration"); and,

WHEREAS, Section 55-510 of the POA Act provides that certain books and records of the Association must be made available for examination and copying with a written request stating a proper purpose and specific records by Members in good standing and provides that, prior to examination or providing copies of the specified books and records, the Association may require the Member to pay a charge to cover the costs of material and labor; and

WHEREAS, Section 55-510(D) of the POA Act, as amended and effective July 1, 2012, provides that charges for examination and providing copies may be imposed only in accordance with a cost schedule adopted by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following cost schedule policy pursuant to Section 55-510(D) of the POA Act:

1. When a Member in good standing requests in writing with proper purpose and the specific records, to exam or receive copies of Association books and records pursuant to Section 55-510 of the POA Act, the Association's Management Agent ("Management Agent") shall not provide the Member with any requested copies until or unless the Management Agent receives from the Member a written acknowledgement that payment in full of the applicable charge as calculated by the Management Agent is required at the scheduled time of examination or prior to delivery of the request in accordance with the then current cost schedule specified in the attached Exhibit A, as may be revised from time to time as set forth below ("Cost Schedule").

On an annual basis or as otherwise needed, the Management Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule to replace the existing Cost Schedule attached as Exhibit A to this Resolution, so that the material and labor costs specified in the Cost Schedule correspond to the applicable costs charged by the Management Agent pursuant to its contract with the Association. A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

2. The Cost Schedule applies equally to all Members in good standing.

3. The Management Agent will provide a copy of the Cost Schedule to a requesting Member at the time the written request stating a proper purpose and specific records is made by the Member to exam/copy Association books and records.

**DEVONSHIRE CLUSTER HOMEOWNERS ASSOCIATION  
RESOLUTION ACTION RECORD**

Resolution Type: Policy No. 2012-3

Pertaining to: Cost Schedule for Examination/Providing Copies of Association Books and Records

Duly adopted at a meeting of the Board of Directors of the Devonshire Cluster Homeowners Association held SEPTEMBER 25, 2012.

Motion by: ERIC JOHNSON Seconded by: KATHY CHAALU

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>Brian McConville</u> , Director	✓	_____	_____	_____
<u>ERIC JOHNSON</u> , Director	✓	_____	_____	_____
<u>KATHY CHAALU</u> , Director	✓	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____

*Only provide signature lines for the number of Directors authorized & indicate any positions that may be vacant.*

ATTEST:

Kathy Chalau  
Secretary

9/25/12  
Date

Book of Minutes - 2012  
Book Resolutions:

Resolution effective: July 1, 2012

*Statement who & when the resolution was distributed to Members – Must be load in resale cert/disclosure packet*

DEVONSHIRE CLUSTER HOMEOWNERS ASSOCIATION

EXHIBIT A  
TO  
POLICY RESOLUTION NO. 2012-3

COST SCHEDULE - 2012  
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 6-minute increments)  <u>\$200.00</u> per hour (Principal) <u>\$100.00</u> per hour (Community Manager) <u>\$ 45.00</u> per hour (Clerical Staff)
2. Materials Charges:	<u>\$ 0.15</u> per page copied, plus <u>\$ 45.00/hour</u> (in minimum 6-minute increments) per mailing, plus actual postage if mailing requested in writing by Member