

WELLINGTON COMMONS HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION # 2012-1

Cost Schedule for Providing Copies of Books and Records

WHEREAS, the Wellington Commons Homeowners Association, Inc. ("the Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act") and the Declaration for the Association (the "Declaration"); and,

WHEREAS, Article VII, Section 1 of the Association's Bylaws provides that the Board of Directors shall have all powers and duties necessary for the administration of the affairs of the Association, including the power to adopt and publish rules and regulations not inconsistent with the POA Act, the Declaration or Bylaws; 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 by Members in good standing, and provides that, prior to providing copies of any 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 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 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 payment in full of the applicable charge as calculated by the Management Agent 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.

Members not in good standing are not entitled to inspect or copy books records. For purposes of this Resolution, a Member is not in "good standing" if that Member is delinquent in the

payment of any regular or special assessment of the Association as a result of not having paid such assessment within five (5) days of the applicable due date.

3. The Management Agent will provide a copy of the Cost Schedule to a requesting Member at the time the request is made by the Member to inspect/copy Association books and records.

Resolved this 25<sup>th</sup> day of October, 2012, by the Board of Directors of the Wellington Commons Homeowners Association, Inc.

WELLINGTON COMMONS HOMEOWNERS ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 2012-1

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

Duly adopted at a meeting of the Board of Directors of the Wellington Commons Homeowners Association, Inc., held October 25, 2012.

Motion by: PAUL TRIPLET Seconded by: PETER CAPORALE

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>Patricia Stoffel</u> , Director	✓			
<u>David J. Foylitt</u> , Director	✓			
<u>Dr. R. L. Chamberlain</u> , Director	✓			
<u>Mr. Peter Caporale</u> , Director	✓			
<u>Mr. Mike Barber</u> , Director	✓			✓

ATTEST:

David J. Foylitt  
Secretary

October 25, 2012  
Date

Resolution effective as of date of adoption.

WELLINGTON COMMONS HOMEOWNERS ASSOCIATION, INC.

EXHIBIT A  
TO  
ADMINISTRATIVE RESOLUTION # 2012-1

COST SCHEDULE  
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 60-minute increments)  <u>\$40.00</u> per hour
2. Materials Charges:	<u>\$0.15</u> per page copied  and (if applicable)  If mailing is requested by Member, the actual costs of mailing materials and postage may be charged to the requesting Member.