

## **HIDDENBROOK HOMES ASSOCIATION**

### **POLICY RESOLUTION 2012-2**

#### **Cost Schedule for Examining and Providing Copies of Books and Records**

**WHEREAS**, the HIDDENBROOK HOMES ASSOCIATION ("Association") is a property owners' association pursuant to the Virginia Property Owners' Association Act and those documents in the chain of title of the Association that are recorded among the land records of Fairfax County, Virginia;

**WHEREAS**, Virginia Code § 55-510(B) requires that "all books and records kept by or on behalf of the association, shall be available for examination and copying by a member in good standing" when "the request is for a proper purpose related to his membership in the association;"

**WHEREAS**, Virginia Code § 55-510(B) permits an association to withhold documents from inspection and copying if the documents requested fall into one of nine categories;

**WHEREAS**, Virginia Code § 55-510(D), allows an Association to "impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs" to provide books and records; and

**WHEREAS**, Virginia Code § 55-510(D) requires that a board of directors adopt a cost schedule prior to imposing charges for copying and labor.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Association adopts the following Cost Schedule pursuant to Virginia Code § 55-510(D):

1. Any member of the Association may submit a written request to inspect or copy Association documents.
2. Once the request is received, the management agent shall provide the Cost Schedule attached hereto to the member.
3. The management agent shall then determine whether such member is in good standing. A member shall be deemed not in good standing if they are more than 60 (sixty) days past due on any assessment or installment thereof or if a violation has been found on their property after a hearing by the board and that violation remains. If the member is not in good standing, his request shall be denied.
4. If the management agent determines that the member is in good standing, the management agent shall determine if the request is for a proper purpose and does not fall under any category listed in Virginia Code § 55-510(B). The management agent may consult with counsel for the Association to make such a determination.

5. If the management agent finds that the request is proper and withholding the document is not permitted under Virginia Code § 55-510(B), the management agent shall schedule with the member a designated time and place of the inspection or copying.
6. The management agent shall demand from the member payment of the inspection or copying costs pursuant to this Resolution and the Cost Schedule attached as Exhibit A prior to producing such documents.
7. Once payment in full is received, the management agent may provide the member with the requested copies or the opportunity to inspect the books and records.
8. The management agent is authorized and directed by the Board of Directors to prepare and implement an updated Cost Schedule annually that reflects the actual charges made to the Association for producing requested documents pursuant to the management contract.
9. The Cost Schedule shall apply equally to all members in good standing.

# EXHIBIT A

## HIDDENBROOK HOMES ASSOCIATION

### COST SCHEDULE FOR 2012 FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:
  - a. Labor Charges shall be billed in fifteen (15) minute increments as follows:
    - \$20 per hour for Property Manager
    - \$20 per hour for Bookkeeper
  
2. Materials Charges:
  - a. .10 per page copied, plus
  
  - b. \$20 per hour (billed in fifteen (15) minute increments) per mailing plus actual postage costs if mailing is requested in writing by the member.

**HIDDENBROOK HOMES ASSOCIATION**

**RESOLUTION ACTION RECORD**

Resolution Type: Policy

No.: 2012-2

Regarding: Cost Schedule for Examining and Providing Copies of Books and Records

Duly adopted at a meeting of the Board of Directors of the HIDDENBROOK HOMES ASSOCIATION held on the \_\_\_\_ day of \_\_\_\_\_ 2012.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

	Yes	No	Abstain	Absent
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____
_____, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Resolution Effective:**

