

HIDDENBROOK HOMES ASSOCIATION

POLICY RESOLUTION 2019 - 1

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 request from the member payment of the inspection or copying costs, or an estimation thereof if the member will be inspecting in person, pursuant to this Resolution and the Cost Schedule attached as Exhibit A prior to producing such documents. In addition, to the extent that the documents need to be redacted by counsel, the requestor shall pay the legal fees incurred by the Association for the redactions.
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 2019 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 BookkeeperThe Association's attorney shall bill at the current rate being charged to the Association.
2. Materials Charges:
 - a. .20 per page copied for black and white and .25 per page copied for color
 - 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
REQUEST TO EXAMINE AND COPY BOOKS AND RECORDS

OWNER NAME: _____ DATE: _____

ADDRESS: _____ Lot # _____

TELEPHONE # _____

E-MAIL: _____

I hereby request the Association to provide me with the right to examine and copy the books and records of the Association, subject to the procedures stated in Policy Resolution No. 2019-1.

1. The books and records that I wish to examine or copy are:

A. _____

B. _____

C. _____

2. I certify that my request is not for commercial purposes or my personal financial gain. The purpose of my request is as follows:

3. Please state whether you wish to examine the Association's books and records at the Association's management office: Yes _____; No _____. If you select "No", the managing agent will presume that you are seeking copies of the requested above.

4. I acknowledge that my rights to examine the Association's records are subject to the procedures set forth in Policy Resolution 2019-1 which, by this reference, is incorporated herein.

Owner Signature _____ Date _____

Completed Forms shall be mailed to: Hiddenbrook Homes Association
PO BOX 582
Herndon, VA 20170

OR Emailed to: Hiddenbrook_Homes@hotmail.com

HIDDENBROOK HOMES ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Policy

No.: 2019-1

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 19 day of February, 2019.

Motion by: Pam Spencer

Seconded by: Kristin Leveto

	Yes	No	Abstain	Absent
<u>Joan Koss</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Kristin Leveto</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Chaz M. Holladay</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Chuck Spencer</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Pam Spencer</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Pam Spencer
Secretary

2.19.19
Date

Resolution Effective: