

ARROWOOD HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 2013-03

Cost Schedule for Providing Copies of Books and Records

WHEREAS, Arrowood Homeowners Association, Inc. (“Association”) came into existence as a Virginia property owners’ association by the filing of a Declaration of Covenants, Conditions and Restrictions (“Declaration”) for the Association; which amended declaration and amendments are of record in the land records of the Prince William County Court, Deed Book 1829, Page 1331;

WHEREAS, the Association was also incorporated as a Virginia non-stock corporation by the filing of Articles of incorporation with the Virginia State Corporation Commission and the issuance thereby of a certificate of incorporation in March 1990; and,

WHEREAS, Section 55-510 of the Virginia Property owners’ Association Act (“the 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, the contract for management services between the Association and Sequoia Management Company, Inc. does not provide for nor include costs and fees for researching and preparing responses to a homeowner’s request to review the Association’s books and records; 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 Act:

When a member in good standing requests copies of Association books and records pursuant to Section 55-510 of the Act, the Association’s Management Agent (“Management Agent”) shall not provide the Member with any requested copies until or unless the Management Agent receives for the Member payment in full of the applicable charges as

calculated by the Management Agent in accordance with the then-current cost schedule specified below, as may be revised from time to time (“Cost Schedule”).

On an as-necessary basis, the Management Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule to replace the existing Cost Schedule set forth below. A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

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

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.

COST SCHEDULE

Labor of Community Manager (a certified PCAM®) in preparing response..... \$50/hr

Labor of Assistant Community Manager in preparing response \$20/hr

Copying costs: \$.10/page

ARROWOOD HOMEOWNERS ASSOCIATION, INC.

POLICY/REGULATORY RESOLUTION NO. 2013-03

RESOLUTION ACTION RECORD

Resolution Type: Policy

No. 2013-03

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

Duly adopted at a meeting of the Board of Directors of the Arrowood Homeowners Association, Inc., held February 13, _____, 2013.

Motion by: Marci Looney Seconded by: John Irvin

VOTE:

		YES	NO	ABSTAIN	ABSENT
<u>Chun Sung</u>	Member	X	_____	_____	_____
<u>John Irvin</u>	Member	X	_____	_____	_____
<u>Chun Sung</u>	Member	X	_____	_____	_____
<u>Walter</u>	Member	X	_____	_____	_____
<u>Marci Looney</u>	Member	X	_____	_____	_____
<u>Kathryn Scott</u>	Member	X	_____	_____	_____
<u>Karen Hatcher</u>	Member	_____	_____	_____	X

ATTEST:

Kathryn Scott

Secretary

2/13/13

Date

Resolution effective as of the date of adoption.