

**MUSKET RIDGE HOMEOWNERS ASSOCIATION INC.**

**POLICY RESOLUTION NO. 2012 08-B-**

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

**WHEREAS**, Section 55515 of the *Virginia Property Owners' Association Act* ("Act") and the Declaration of Covenants, Conditions and Restrictions (hereinafter "Decimation") charge all Lot owners and their tenants, guests and invitees with compliance with the Declaration and all provisions of the Act; and,

**WHEREAS**, the contract for management services between the Association and Armstrong Management Services, Inc. ("Armstrong") establishes a fee to the Association for researching and preparing responses to a unit owner's request to review the Association's books and records; and,

**WHEREAS**, Section 55-510.D of the 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's books and records pursuant to the aforementioned provision 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 from the Member payment in full of the applicable charges as calculated by the Management Agent in accordance with the then-current cost schedule (see attached for current schedule), 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 attached Cost Schedule. 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.

## RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-

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

Duly adopted at a meeting of the Board of Directors of Musket Ridge Owners Association held September 6, 2012.

Motion by: David Redman Seconded by: Matthew Bennett

VOTE:  
YES NO ABSTAIN ABSENT

<u>[Signature]</u>	Member	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	, Member	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	, Member	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	, Member	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	, Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Book of Minutes - 2012  
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     **Policy** \_\_\_\_\_  
     Regulatory \_\_\_\_\_  
     Special \_\_\_\_\_  
     General \_\_\_\_\_

Resolution effective: \_\_\_\_\_



*Effective July 1, 2012, per Section 55-510 of the Virginia Property Owners Association Act and Section 55-79.74:1 of the Virginia Condominium Act, charges may be imposed on a requesting member for the inspection and copying of association books and records.*

## **2012 Books & Records Review Charges**

Reproductions	\$ 0.15 per page
Postage	At Cost
Storage Retrieval	\$ 10.00 per box plus applicable delivery costs

### Staff Rates:

Officer or Director	\$ 120.00 per hour
Senior Community Manager	\$ 90.00 per hour
Community Manager	\$ 75.00 per hour
Accountant	\$ 75.00 per hour
Bookkeeper	\$ 50.00 per hour
Clerical Staff	\$ 40.00 per hour