

# Woodbrook Village Homeowners Association

## ACCESS TO ASSOCIATION RECORDS

*As long as the request is for a proper purpose related to membership in the association, 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 or his authorized agent except the following:*

- 1. Personal matters relating to specific, identified persons;*
- 2. Contracts, leases, and other commercial transactions to purchase or provide goods or services currently in or under negotiation;*
- 3. Pending or probable litigation. Probable litigation means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party;*
- 4. Matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the association documents or rules and regulations promulgated pursuant to VA Code 55-513 (Adoption and enforcement of rules);*
- 5. Communications with legal counsel that relate to subdivision 1 through 4 or that are protected by the attorney-client privilege or the attorney work product doctrine;*
- 6. Disclosure of information in violation of law;*
- 7. Meeting minutes or other confidential records of an executive session of the board of directors held in accordance with VA Code 55-510.1;*
- 8. Documentation, correspondence or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session; or*
- 9. Individual unit owners or member files, other than those of the requesting lot owner, including any individual lot owner's or member's file kept by or on behalf of the association.*

## COPY/INSPECT RECORDS

*A member or his agent has the right to inspect or copy, during regular business hours specific records if:*

- 1. He has been a member of record for at least six months immediately preceding his demand;*
- 2. His demand is made in good faith and for a proper purpose;*
- 3. He describes with reasonable particularity his purpose and the records that he desires to inspect; and*
- 4. The records are directly connected with his purpose.*

*The right to inspect or copy records noted above do not affect the right of inspection and copying if the member is in litigation with Woodbrook Village or the court requests for the records.*

*The request must be in writing at least five business days before the date of which he wishes to inspect and copy.*

*The request must be provided to the property manager of Woodbrook Village.*

### *COST SCHEDULE FOR COPIES*

#### *COST PER PAGE COPIED*

*.15 cents per page  
(Black/White)*

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(Black/White)*

#### *TIME COST*

*\$3.00 for each 15 minutes spent  
\$12.00 per hour  
Current and past calendar year.*

*\$6.00 for each 15 minutes spent  
\$24.00 per hour  
Over current and past calendar year.*