

CAROLYN FOREST HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 2012-02

Cost Schedule for Examination and Providing Copies of Association's Books and Records

WHEREAS, the Carolyn Forest Homeowners Association ("the Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act") and the Association's Declaration of Covenants, Conditions and Restrictions ("Declaration"); and,

WHEREAS, Section 55-510 of the POA Act provides that certain books and records of the Association must be made available for examination and copying with a written request stating a proper purpose and specific records by Members in good standing and provides that, prior to examination or providing copies of the specified books and records, the Association may require the Member to pay a charge to cover the costs of material and labor; and

WHEREAS, Section 55-510(D) of the POA Act, as amended and effective July 1, 2012, provides that charges for examination and 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 POA Act:

1. When a Member in good standing requests in writing with proper purpose and the specific records, to exam or receive copies of Association books and records pursuant to Section 55-510 of the POA 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 a written acknowledgement that payment in full of the applicable charge as calculated by the Management Agent is required at the scheduled time of examination or prior to delivery of the request in accordance with the then current cost schedule specified in the attached Exhibit A, as may be revised from time to time as set forth below ("Cost Schedule").

On an annual basis or as otherwise needed, the Management Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule to replace the existing Cost Schedule attached as Exhibit A to this Resolution, so that the material and labor costs specified in the Cost Schedule correspond to the applicable costs charged by the Management Agent pursuant to its contract with the Association. A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

2. The Cost Schedule applies equally to all Members in good standing.
3. The Management Agent will provide a copy of the Cost Schedule to a requesting Member at the time the written request stating a proper purpose and specific records is made by the Member to exam/copy Association books and records.

**CAROLYN FOREST HOMEOWNERS ASSOCIATION
RESOLUTION ACTION RECORD**

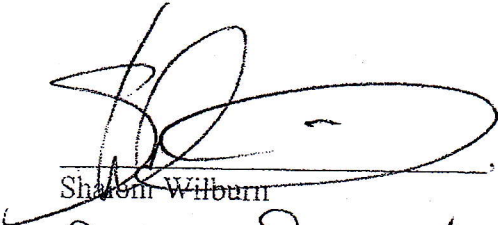
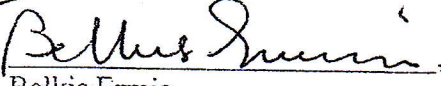
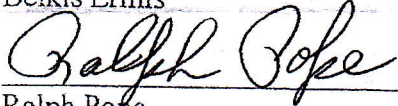

Resolution Type: Administrative

Policy No. 2012-02

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


Duly adopted at a meeting of the Board of Directors of the Carolyn Forest Homeowners Association held November 1, 2012.

Motion by: Shalom Wilburn Seconded by: RALPH POPE

		VOTE:			
		YES	NO	ABSTAIN	ABSENT
	_____, President	✓	_____	_____	_____
<u>Shalom Wilburn</u>					
	_____, Vice President	✓	_____	_____	_____
<u>Belkis Ermis</u>					
	_____, Treasurer	✓	_____	_____	_____
<u>Ralph Pope</u>					
	_____, Secretary	✓	_____	_____	_____
<u>Sonja Anderson</u>					
<u>Vacant</u>	_____, Director	_____	_____	_____	_____
<u>Vacant</u>					

Only provide signature lines for the number of Directors authorized & indicate any positions that may be vacant.

ATTEST:



Secretary

11/1/12

Date

Book of Minutes - 2012
Book Resolutions:

Resolution effective: January 1, 2013

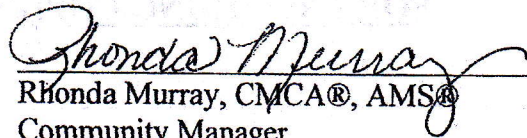
**CAROLYN FOREST HOMEOWNERS ASSOCIATION
EXHIBIT A
TO
POLICY RESOLUTION NO. 2012-03**

**COST SCHEDULE - 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS**

1. Labor Charges:	(in minimum 6-minute increments) <u>\$200.00</u> per hour (Principal) <u>\$100.00</u> per hour (Community Manager) <u>\$ 45.00</u> per hour (Clerical Staff)
2. Materials Charges:	<u>\$ 0.15</u> per page copied, plus <u>\$ 45.00/hour</u> (in minimum 6-minute increments) per mailing, plus actual postage if mailing requested in writing by Member

CERTIFICATE OF DISTRIBUTION

I hereby certify that the foregoing Policy Resolution No. 2012-02 concerning the Cost Schedule for Examination/Providing Copies of Association Books and Records was delivered by mail to all owners of record as of this 16 day of November, 2012, within the Carolyn Forest Homeowners Association.



Rhonda Murray, CMCA®, AMS®
Community Manager
American Management of Virginia, Inc.