

# WILLOWBROOK HOMEOWNERS ASSOCIATION

POLICY RESOLUTION NO. 2012-01

## Cost Schedule for Providing Copies of Books and Records

**WHEREAS**, the Willowbrook Homeowners Association ("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 Declaration and amendments are of record in the land records of the City of Alexandria Circuit Court;

**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 **December 1970**; 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 Abode Management Enterprises Inc. includes 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 from 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 effectively 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 for Profession Time .....\$150.00/hour

Labor for Administrative Time .....\$ 75.00/hour

Copying costs:     \$ .25 per page

**ASSOCIATION NAME**

**POLICY RESOLUTION NO.** 2012-01

**RESOLUTION ACTION RECORD**

**Resolution Type:** **POLICY, NO.** 2012-01

**Pertaining To:** **COST SCHEDULE FOR PROVIDING COPIES OF BOOKS AND RECORDS**

Duly adopted at a meeting of the Board of Directors of the Willowbrook Homeowners Association, held May 15, 2012.

Motion by: Robin Williams Seconded by: Kerry W Dailey

	YES	NO	ABSTAIN	ABSENT
<u>Kerry W Dailey</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Pauline</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>James M Garris</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Victor Bell</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>        </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ATTEST:**

Kerry W Dailey  
Secretary

5/15/2012  
Date

**Resolution Effective:** June 1, 2012