

Huntington Station Homeowners Association, Inc.

POLICY RESOLUTION NO. 2012-001

Cost Schedule for Providing Copies of Books and Records

WHEREAS, Huntington Station Homeowners Association, Inc. (“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 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, 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 POA Act:

1. When a Member in good standing requests 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 payment in full of the applicable charge as calculated by the Management Agent 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 request is made by the Member to inspect/copy Association books and records.

Huntington Station Homeowners Association, Inc.

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-001

Pertaining to: CICB-mandated Association Complaint Procedures

Duly adopted by the Board of Directors of the Association on _____, 2012.

Motion by: Amy Harding

Seconded by: Woody Davis

NAME	TITLE	YES	NO	ABSTAIN	ABSENT
<u>Amy Harding</u>	Director	✓			
<u>Woody Davis</u>	Director	✓			
<u>Adam Grimm</u>	Director				✓
<u>Todd Schmid</u>	Director				✓
	Director				

Attest: _____ (Secretary)

Date: 10/11/2012

Resolution effective as of date of adoption.

Exhibit A

Huntington Station Homeowners Association, Inc.

Cost Schedule for Copying & Examining Association Records

(effective as of August 2, 2012)

Rate for Processing Costs

Rates are based as follows:

Management Company Executive - \$125.00 per hour

Community Manager - \$85.00 per hour

Bookkeeping Support - \$60.00 per hour

Maintenance - \$50.00 per hour

Administrative Staff - \$40.00 per hour

Rate for Custodial Services Costs

Rates are based as follows:

Management Company Executive - \$125.00 per hour

Community Manager - \$85.00 per hour

Bookkeeping Support - \$60.00 per hour

Maintenance - \$50.00 per hour

Administrative Staff - \$40.00 per hour

The charges shall be billed at 15 minute increments.

Copies shall be billed at a rate of **\$0.17** per page

Mailing costs shall be billed at any actual rate imposed by the U.S. Postal service for standard first class mailing, unless the Member requests an alternative mailing method, in which case all actual rates imposed by the requested carrier shall be billed directly through to the requesting party.