

ESTATES AT FAIRFAX HOMEOWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 12-02

COST SCHEDULE FOR REQUESTS TO INSPECT/COPY BOOKS AND RECORDS

WHEREAS, the Estates at Fairfax Homeowners Association (“the Association”) is a property owners’ association organized and operating pursuant to the Virginia Property Owners’ Association Act (“Act”) and the Association’s Declaration of Covenants, Conditions and Restrictions (“Declaration”);

WHEREAS, Section 55-510(D) of 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 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 Act, as amended and effective July 1, 2012, provides that the aforesaid charges may be imposed only in accordance with a cost schedule adopted by the Association’s Board of Directors (“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:

1. When a Member in good standing requests to inspect and copy the Association’s books and records pursuant to Section 55-510(D) 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 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”). Notwithstanding the above, the Management Agent shall have the discretion to waive collection of the charge if the total charge would be less than \$5.00.

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, without the need for a Board vote to amend this Resolution.

2. The Cost Schedule applies equally to all Members in good standing. Members not in good standing are not entitled to inspect or copy books and records. For purposes of this Resolution, a Member is *not* in “good standing” if that Member is more than 30 days delinquent in any payment due the Association and the amount necessary to pay the account in full is not received by the Association at the time of the request to inspect or copy books and records.
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.

Resolution effective: _____, 2012.

ESTATES AT FAIRFAX HOMEOWNERS ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 12-02

Pertaining to: Cost Schedule for Requests to Inspect/Copy Books and Records

Duly adopted at a meeting of the Board of Directors held on 9 Sept, 2012.

Motion by: Marc Price Seconded by: Cathy Moortgat

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Marc Price</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cathy Moortgat</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Frank Roth-Robby</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>SUNIL MONGA</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>John C. Hays</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

[Signature]
Secretary

9/9/12
Date

Book of Minutes - 2012
Book Resolutions:

Resolution's Effective Date: Sept. 9, 2012.

CERTIFICATE OF MAILING

I hereby certify that on the _____ day of _____, 2012, a copy of this Resolution (including attached Exhibit A) was mailed (by first-class U.S. mail) to all Lot Owners as reflected in the Association's books and records.

Management Agent

**EXHIBIT A
TO
ADMINISTRATIVE RESOLUTION**

**COST SCHEDULE
FOR
MEMBER'S REQUESTS TO INSPECT AND COPY BOOKS AND RECORDS**

(Effective as of July 2012)

1. Labor Charges:	(in minimum 6-minute increments) \$ 90.00 per hour
2. Materials Charges:	\$.20 per page copied plus (if applicable) actual postage costs (if mailing requested by Member)