

WILLIAMSTON HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 19-01
Cost Schedule for Providing Copies of Books and Records

WHEREAS, the Virginia Property Owners' Association Act ("the Act") provides the Board of Directors ("the Board") of the Williamstown Homeowners Association, Inc. ("the Association") with the power to enforce the Association's Declaration, Bylaws, and any rules and regulations adopted by the Board (together with the Articles of Incorporation, the "Association Documents"), and to establish penalties for the infraction thereof; and

WHEREAS, Article VIII, Section 1 of the Bylaws of the Association ("Bylaws") assigns the Board all of the powers, duties and authority vested in or delegated to the Association and not reserved for the membership by other provisions of the Association Documents; and

WHEREAS, Williamstown Homeowners Association (the "Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act") and the Declaration for the Association (the "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, 2018, 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 estimated and 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"). The estimate shall include, but not be limited to, the labor costs of locating, assembling, duplicating, redacting and supplying the records, material costs related to copying, costs of mailing, and the labor costs related to the Association's management staff being present during an inspection of records.

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.

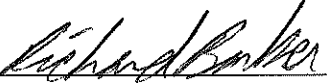
2. The Cost Schedule applies equally to all Members in good standing.

Members not in good standing are not entitled to inspect or copy books records. For purposes of this Resolution, a Member is not in "good standing" if that Member is delinquent in the payment of any regular or special assessment of the Association as a result of not having paid such assessment within five (5) days of the applicable due date.

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.

4. This resolution supersedes all prior resolutions about copy charges.

Resolved this 7th day of Feb, 2019 by the Board of Directors of Williamstown Homeowners Association, Inc.

By: 
Association President

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 19-01

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

Duly adopted at a meeting of the Board of Directors of Williamstown Homeowners Association, Inc. held February 7, 2019.

Motion by: Ammonay

Seconded by: Angelique Coubs

VOTE:

	Yes	No	Abstain	Absent
<u>Ammonay</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Skampersal</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Norman Ryzul</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Secretary

Date

**EXHIBIT A TO
ADMINISTRATIVE RESOLUTION NO. 19-01**

COST SCHEDULE FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 60-minute increments) \$150.00/hr - Officer or Director \$125.00/hr - PCAM Community Manager \$100.00/hr - Community Manager \$75.00/hr -Administrative Staff Current rate for general counsel for the Association
2. Materials Charges:	<u>\$0.25</u> per page copied (black & white copies) <u>\$1.00</u> per dwelling unit per mailing plus actual cost of postage

Any capitalized terms used herein, but not defined herein shall have the same meaning ascribed to them in the Association's Declaration and Bylaws.

The effective date of this Resolution shall be 2/7, 2019.

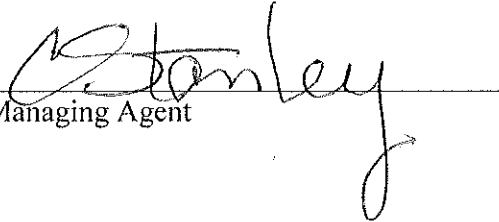
**WILLIAMSTOWN HOMEOWNERS
ASSOCIATION, INC.**



President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was posted to the Association webpage and notice of its availability was mailed to the Williamstown Homeowners Association, Inc. on this 16 day of March, 2019.



Managing Agent