

BRAMBLETON COMMUNITY ASSOCIATION

POLICY RESOLUTION NO. 15

Cost Schedule for Providing Copies of Books and Records

WHEREAS, Section 55-515 of the *Virginia Property Owners' Association Act* ("Act") and the Declaration for Brambleton (hereinafter "Declaration") charge all Lot owners and their tenants, guests and invitees with compliance with the Declaration and all provisions of the Act; and,

WHEREAS, the contract for management services between the Association and Armstrong Management Services, Inc. ("Armstrong") establishes a fee to the Association for researching and preparing responses to a unit owner's request to review the Association's books and records; and,

WHEREAS, Section 55-510.D of the 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 the aforementioned provision 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 (see attached), 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 attached hereto. A Cost Schedule updated by the Management Agent pursuant to this provision is effective 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.

EXHIBIT A

BRAMBLETON COMMUNITY ASSOCIATION

Schedule of Costs and Fees: Books & Records Request

1. Copying Charges

- | | |
|---|-----------------|
| a. Onsite Material Reproduction by Staff | \$0.15 per page |
| b. Material Reproduction by Commercial Vender | At Cost |

2. Supplies for Mailing

- | | |
|--|---------------------|
| a. Standard Envelope (#8 or #9) with Mailing Label | \$0.06 per envelope |
| b. Larger Mailer with Mailing Label | \$0.22 per envelope |
| c. Boxes or Shipping Boxes | At Cost |

3. Delivery Charges

- | | |
|---|-----------------|
| a. First Class or Certified (US Postal Service) | At Cost |
| b. Courier (Vendor) | At Cost |
| c. Overnight Delivery Service (Vendor) | At Cost |
| d. Onsite Facsimile Transmission | \$0.25 per page |
| e. Scan Document to Email | \$0.10 per page |

4. Personnel Charges (1/2 hour minimum per request, billed in 15 minute increments)

- | | |
|-------------------------------|------------------|
| a. Clerical or Administrative | \$25.00 per hour |
| b. Manager or Director | \$50.00 per hour |
| c. General Manager | \$75.00 per hour |
| d. Association Attorney | At Cost |

BRAMBLETON COMMUNITY ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type Policy No. 15

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

Duly adopted at a meeting of the Board of Directors of the Brambleton Community Association held August 21, 2012.

Motion by: Mrs. Martin Seconded by: Mr. Wright

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Kim Adams	President	X			
Steve Wright	Vice President	X			
Meryl Bisaga	Treasurer/Secretary	X			
Tom Gurganous	Director	X			
Pat Martin	Director	X			
Ric Spencer	Director	X			

ATTEST:


Secretary

12/14/12.
Date

Resolution Effective, September 1, 2012