

THE WHITTIER PARK HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 2015-1

Schedule of Costs and Fees Relating to the Association's Books and Records

WHEREAS, Article 10, Section 10.3 of The Whittier Park Homeowners Association's ("Association") Bylaws provides that "[t]he Association shall make available to Owners and their mortgagees, current copies of the Declaration, Articles of Incorporation, Bylaws and the Book of Resolutions governing the Property and the books, records and financial statements of the Association;" and

WHEREAS, effective July 1, 2012, Section 55-510.D of the Virginia Property Owners' Association Act states:

D. Prior to providing copies of any books and records to a member in good standing under this section, the association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the board of directors in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.

NOW, THEREFORE, the Board of Directors adopts the Schedule of Costs and Fees that are then-currently in place by the Association's Management Agent at the time the Member's request is made, and such Schedule is incorporated herein by reference, relating to a Member's request to inspect or copy the Association's books and records in accordance with Section 55-510.D of the Virginia Property Owners' Association Act.

The Effective Date of this Administrative Resolution is APRIL 22, 201⁶8.

This Administrative Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 14th day of DECEMBER, 2015.

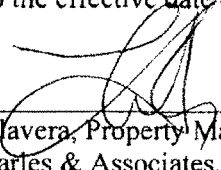
**THE WHITTIER PARK HOMEOWNERS
ASSOCIATION, INC.**

By: _____

Stuart Rubin, President

CERTIFICATE OF POSTING AND MAILING

I HEREBY CERTIFY that copies of this Administrative Resolution No. 2015-1 were reasonably published and mailed to each Owner prior to the effective date of the resolution.



Andrea Talavera, Property Manager
Jeffrey Charles & Associates, Inc.

**THE WHITTIER PARK HOMEOWNERS ASSOCIATION, INC.
RESOLUTION ACTION RECORD**

Resolution Type: ADMINISTRATIVE

No. 2015-1

Pertaining to: Books and Records Resolution

Duly Adopted by the Board of Directors on DECEMBER 14, 2015.

Motion By: THOMAS DUNIGAN Seconded by: PETER KENNEDY

VOTE:	YES	NO	ABSTAIN	ABSENT
-------	-----	----	---------	--------

<u>Stuart Rubin, Director</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
-------------------------------	----------	-------------	-------------	-------------

<u>Peter Kennedy, Director</u>	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
--------------------------------	----------	-------------	-------------	-------------

<u>Thomas Dunigan, Director</u>	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
---------------------------------	----------	-------------	-------------	-------------

ATTEST:

Thomas E. Dunigan
Secretary

12/14/15
Date

FILE:

Book of Minutes 2015

Book of Resolutions: Administrative Resolution 2015-1