

HALSTEAD GLEN CLUSTER ASSOCIATION

ADMINISTRATION RESOLUTION NO. 2012-

COST SCHEDULE FOR REQUEST TO INSPECT/COPY BOOKS AND RECORDS

WHEREAS, Halstead Glen Cluster Association (“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 to inspect and copy Association books and records pursuant to Section 55-510 of the POA Act, the Board of Directors shall not provide the Member with any requested copies until or unless the Board of Directors receives from the Member payment in full of the applicable charge as calculated by the Board of Directors 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 Board of Directors 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 to the Association. A Cost Schedule updated by the Board of Directors 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 and 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 ten (10) days of the applicable due date.
3. The Board of Directors 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.

HALSTEAD GLEN CLUSTER ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 2

Pertaining to: Cost Schedule for Requests to Inspect/Copy Books and Records
Duly adopted at a meeting of the Board of Directors of the Halstead Glen Cluster Association
held OCT 30, 2012.

Motion by: JOE PEGUES Seconded by: ERIC PUANHAGEN

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>ERIC PUANHAGEN - TRAS.</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Barbara Paolucci</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Joe Pegues</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Joseph E. Tigue</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>William D. New</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:
William D. New
Secretary

10/30/12
Date

Book of Minutes - 2012
Book Resolutions:

Resolution effective: July 1, 2012

**EXHIBIT A
TO
ADMINISTRATIVE RESOLUTION NO. ____**

**COST SCHEDULE - 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS**

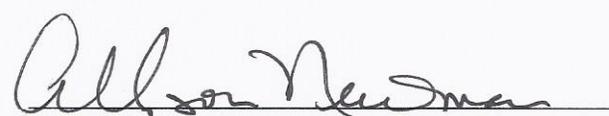
1. Labor Charges:	(in minimum 6-minute increments) \$ _____ per hour
2. Materials Charges:	\$ _____ per page copied and (if applicable) \$ _____ per mailing, plus actual postage (if mailing requested by Member)

CERTIFICATION

I, the undersigned, do hereby certify: That I am the duly elected secretary of the Halstead Glen Cluster Association, a Virginia non-stock corporation; and

That the foregoing Amendment was duly adopted at a meeting of the Board of Directors held on the 30th day of October, 2012.

In witness whereof, I have hereunto subscribed my name and affix the seal of said association this 30th day of October 2012.


Allyson Newman, Secretary

REVISION NUMBER 1 TO ADMINISTRATIVE RESOLUTION

HALSTEAD GLEN CLUSTER ASSOCIATION

**COST SCHEDULE FOR REQUEST TO INSPECT/COPY
BOOKS & RECORDS**

The purpose of this REVISION NUMBER 1 TO ADMINISTRATIVE RESOLUTION is to add the costs to Exhibit A for inspecting/copying various books and records of the Halstead Glen Cluster Association.

**Exhibit A
To
Administrative Resolution**

COST SCHEDULE FOR PROVIDING COPIES OF BOOKS & RECORDS

Labor Charges	Flat Fee of \$50.00 per request
Document Charges	Annual Budget - \$10.00 Board Meeting Minutes - \$10.00 By-Laws - \$25.00 Disclosure Package - \$100.00 Income Statement - \$10.00 Individual documents that make up the Disclosure Package - \$10.00
Copying/Mailing Charges	Documents not covered above will be subject to a copy/scan charge of \$.25 per page. If the Owner requests a document be mailed to them, actual cost of mailing supplies and postage will be charged.

**HALSTEAD GLEN CLUSTER ASSOCIATION
RESOLUTION ACTION RECORD**

Resolution Type: Administrative Resolution No. 2

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

This **REVISION NUMBER 1** was duly adopted by the Board of Directors of the Association on 4/22/14
_____ 2014.

Motion By: Leslie Aaron Seconded By: Joe Pegues

NAME/SIGNATURE	TITLE	YES	NO	ABSTAIN	ABSENT
Eric Purnhagen <u>[Signature]</u>	President/Director	✓			
Bob Hughes <u>[Signature]</u>	Treasurer	✓			
Joe Pegues <u>[Signature]</u>	Asst. Treasurer	✓			
Leslie Aaron <u>[Signature]</u>	Secretary	✓			
Frank Tobia <u>[Signature]</u>	Asst Secretary	✓			

Attest: [Signature] (Board Secretary)

Date: 4/22/14

Resolution effective as of the date of adoption.