DRANESVILLE ESTATES HOMEOWNERS ASSOCIATION

POLICY RESOLUTION NO. 2012-1

Cost Schedule for Examination and Copies of Books and Records

WHEREAS, Dranesville Estates Homeowners 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 upon written request stating a proper purpose and specific records requested and provides that, prior to examination or providing copies of the specified 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 examination and providing copies may be imposed only in accordance with a cost schedule adopted by the Association's Board of Directors.

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 in writing with proper purpose and identifying the specific records requested, to examine or receive 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 a written acknowledgement that payment in full of the applicable charge as calculated by the Management Agent is required at the scheduled time of examination or prior to delivery of the requested records 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 Management Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule, which will then supersede and replace the then current 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.

3. The Management Agent will provide a copy of the Cost Schedule to a requesting Member at the time the written request stating a proper purpose and specific records is made by the Member to exam/copy Association books and records.

DRANESVILLE ESTATES HOMEOWNERS ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-1

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

Duly adopted at a meeting of the Board of Directors of the Dranesville Estates Homeowners Association held June 21, 2012.

Motion by: Aaron Bankston Seconded by: Kelly Burke.

VOTE:

	YES	NO	ABSTAIN	ABSENT
Daniel Flynn, Director	X			
Aaron Bankston, Director	X			
[illegible], Director	X			
[illegible], Director	X			
[illegible], Director	X			

ATTEST:

[illegible]
Secretary

June 21, 2012
Date

Book of Minutes - 2012
Book Resolutions:

Resolution effective: July 1, 2012

DRANESVILLE ESTATES HOMEOWNERS ASSOCIATION

EXHIBIT A
TO
POLICY RESOLUTION NO. 2012-1

COST SCHEDULE - 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	**(in minimum 6-minute increments)** **$200.00 per hour (Principal)** **$100.00 per hour (Community Manager)** **$ 45.00 per hour (Clerical Staff)**
2. Materials Charges:	**$ 0.15 per page copied, plus** **$ 45.00/hour (in minimum 6-minute increments)** **per mailing, plus actual postage if mailing requested in writing by Member**