

BURKE STATION CITIZENS ASSOCIATION, INC.
RESOLUTION NO. 4
POLICY FOR PROPERTY RESALE CERTIFICATE FEES
(PROPERTY OWNERS PACKAGE)

This resolution supersedes all previous administrative actions by the BSCA Board of Directors regarding property resale certificate fees also known as property owner packages.

WHEREAS, pursuant to Section 55.1-2316 of the Resale Disclosure Act, community associations are required after July 1, 2023, to publish and make available a schedule of the applicable fees (i) for preparation and delivery of the resale certificate, updated resale certificate, and financial update; (ii) for the inspection of a property; and (iii) related to any post-closing costs; and

WHEREAS, it is the intent of the Board of Directors for Burke Station Citizens Association (“Association”) to exercise this power with respect to various services provided by its management agent in connection with the production of a resale certificate.

WHEREAS Article III, C. Powers and Duties, Section 14 of the Bylaws that the Association Board of Directors ("Board") shall exercise for the Association all of the powers and duties necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Declaration, the Articles of Incorporation, Bylaws and as required by law. The Board may do or cause to be done all acts and things as are not by the Declaration, Articles, these Bylaws, or Virginia law directed to be done and exercised exclusively by the Members; and

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following policies for the resale of personal property within the Burke Station Citizens Association.

The attached fees schedule shall be levied to assist the Association in the defrayal of the costs incurred by the Association in the execution of the various aspects of the production of a resale certificate. The schedule of service fees will be reviewed and approved as needed.

BURKE STATION CITIZENS ASSOCIATION
RESOLUTION ACTION RECORD

Resolution Type: Policy

Pertaining to: Establishing a fee schedule relating to resale certificates and packages.

Resolution Number. 3

Duly adopted at a meeting of the Board of Directors of the Burke Station Citizens Association, held 13 June, 2023.

Attested

Susan Carter
BSCA Secretary



Date: 06/27/2023

Resolution Effective: 1 July, 2023

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Appendix One

The following fees shall be levied to assist the Association in the defrayal of the costs incurred by the Association in the execution of the various aspects of the production of a resale certificate. The schedule of service fees is as follows:

Preparation and delivery in paper form	<u>\$211.00</u>
Preparation and delivery in electronic form	<u>\$176.00</u>
Inspection	<u>\$141.00</u>
Additional Inspection	<u>\$141.00</u>
Resale certificate update	<u>\$ 70.00</u>
Post-closing fee	<u>\$ 70.00</u>
Rush fees	<u>\$ 70.00</u>

