

Buckhorn Property Owners Association, Inc.

Policy Resolution

Document Copying Charges And Other Charges Incurred or Caused by Owners

Relating to the production of books and records to requesting Owners, the costs thereof, and other expenses incurred by the Association as a result of Owner Actions.

Whereas Article IV of the Bylaws states that the Board of Directors shall have all the powers and duties necessary for the administration of affairs of the Association, and may do all such acts and things not prohibited by the Declaration or Articles;

Whereas Virginia Code Section 55-1-1815 provides that the Board of Directors shall maintain books and records of the Association and make them available for review and copying to members in good standing; and

Whereas on July 1, 2012, the amended provisions of Section 55-1-1815 became effective, requiring that charges for the provision of such documents shall be imposed only in accordance with a cost schedule adopted by the Board of Directors in accordance with subsection E of the statute, the schedule shall (1) specify the charges for materials and labor; (2) apply equally to all members in good standing, and (3) be provided to any requesting member in good standing at the time of the request for production and, or, copying; and

Whereas Section 55-1-1815 authorizes the Association to set the charges for its production of disclosure packets;

NOW, THEREFORE, BE IT RESOLVED that the attached cost schedule is hereby adopted and may be changed from time to time by the "Board of Directors" by a majority vote.

See Exhibit A per hour, for time expended on any owners' request for the provision of books and records of the Association for review.

For all disclosure packets requested by Owners or their agents, the maximum amounts permitted by Section 55-1-2316.B, as applicable, shall apply as listed in the attached Exhibit A.

DATE

15 Feb 2024
15-FEB 2024
15 FEB. 2024
15-FEB, 2024
15-Feb, 2024

DIRECTORS

Edward R. Spiccia
Dennis J. Gault
Stanley L. Mills
Roger P. Brown
Mike Howard

Exhibit A

COST SCHEDULE

Listed fees are to be charged to the owner

1. Disclosure packets, Re-sale packets (to include documents, budget, financial disclosure, etc.)
 - a) Prep & Delivery of Disclosure Packet \$176.64 (electronic); \$211.96 (hard copy)
 - b) Exterior Inspection (if applicable) \$141.31
 - c) Rush Fee (5 business days) at Manager's discretion \$ 70.66
 - d) Updated Disclosure Packet (less than 12 months as an owner to quality) \$ 70.66

2. Costs for other Items requested by an owner or agent
 - a) Insurance Policy – Copy \$ 25.00
 - b) Bylaws – Copy \$ 25.00
 - c) Declaration – Copy \$ 25.00
 - d) Other Document (Copies Hourly fee plus per copy fee) Refer to Item 5

3. Lien Filings and Questionnaires
 - a) Return Check Charges/Processing Fee \$ 35.00 per check
 - b) Process Filing Lien Fee At Cost
 - c) Process Release Lien Fee At Cost
 - d) Recording Fee from Court At Cost
 - e) Completion of Mortgage Questionnaire \$150.00
 - f) Refinance Fee Questionnaire for Mortgage Co \$150.00
 - g) Delinquency Turnover Fee to Attorney \$ 75.00

4. Retrieval Fee for ANY copies of historical records \$ 50.00 Retrieval fee and per copy rate fee in Item 5 for ANY Historical files

5. Hourly rate plus copy fees on ANY document request \$ 45.00 per hour plus 10 cents per page for copies

6. Postage and envelope cost for mailing of records requested At Cost

7. Stop Payment Charges At Cost

Adopted: 2-15-2024