

# LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.

## ADMINISTRATION RESOLUTION NO. 35

### COST SCHEDULE FOR REQUEST TO INSPECT/COPY BOOKS AND RECORDS

**WHEREAS**, Loft Ridge Homeowners Association, Inc. (“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 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 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 payment in full of the applicable charge as calculated by the Management Agent 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 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 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. 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 fifteen (15) days of the applicable due date.
3. The Management Agent 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.

**LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.**

**RESOLUTION ACTION RECORD**

Resolution Type: Administrative No. 35

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

Duly adopted at a meeting of the Board of Directors of the Loft Ridge Homeowners Association, Inc. held April 18, 2018.

Motion by: Chris Payne Seconded by: Drew Lucio.

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>Drew Lucio</u> , President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Payne</u> , VPresident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DANIEL LAURSEN</u> , Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Emilie</u> , Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Matthew</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Kevin</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Louise Thiet</u> , Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Payne  
Secretary V. President

4/18/19  
Date

Book of Minutes -  
Book Resolutions:

Resolution effective: June 1, 2019

**LOFT RIDGE HOMEOWNERS ASSOCIATION, INC.**

**EXHIBIT A  
TO  
ADMINISTRATIVE RESOLUTION NO. 35**

**COST SCHEDULE - 2018**  
**FOR PROVIDING COPIES OF BOOKS AND RECORDS**

Labor of Community Manager in preparing response..... \$50/hr  
Labor of Assistant Community Manager or Administrative Assistant in preparing response..... \$20/hr  
Copying costs: \$.10/page