

**SUFFIELD MEADOWS CONDOMINIUM
UNIT OWNERS ASSOCIATION**

ADMINISTRATIVE RESOLUTION NO. 12-01

COST SCHEDULE FOR REQUESTS TO INSPECT/COPY BOOKS AND RECORDS

WHEREAS, the Suffield Meadows Condominium Unit Owners Association (“the Association”) is a unit owners’ association organized and operating pursuant to the Virginia Condominium Act (“Act”) and the Declaration of Suffield Meadows Condominium (“Declaration”);

WHEREAS, Section 55-79.74:1 of the 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 55-79.74:1(D) of the 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 55-79.74:1(D) of the Act:

1. When a Member in good standing requests to inspect and copy the Association books and records pursuant to Section 55-79.74:1 of the 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 more than 60 days delinquent in the payment of any assessment or other charge levied by the Association and if the amount to bring the account current is not paid in full at the time of the request to inspect or copy books and records.
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.

Resolution effective: July 1, 2012.

**SUFFIELD MEADOWS CONDOMINIUM
UNIT OWNERS ASSOCIATION**

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 12-01

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

Duly adopted at a meeting of the Board of Directors of the Suffield Meadows Condominium Unit Owners Association held on June 20, 2012.

Motion by: _____ Seconded by: _____

VOTE	YES	NO	ABSTAIN	ABSENT
<u>Lina O'Brien</u> Director	X	—	—	—
<u>Dan Reberopol</u> Director	X	—	—	—
<u>Betty Seniew</u> Director	X	—	—	—
<u>[Signature]</u> Director	X	—	—	—
<u>Alicia Bates</u> Director	X	—	—	—

ATTEST:
Alicia K Bates
Secretary

6/20/12
Date

FILE:
Book of Minutes - 2012
Book of Resolutions:

Resolution effective: July 1, 2012.

CERTIFICATE OF MAILING

I hereby certify that on the 27th day of June, 2012, a copy of this Resolution was mailed (by first-class U.S. mail) to all Unit Owners as reflected in the Association's books and records.

[Signature]
Secretary (or Management Agent)

**SUFFIELD MEADOWS CONDOMINIUM
UNIT OWNERS ASSOCIATION**

**EXHIBIT A
TO
ADMINISTRATIVE RESOLUTION NO. 12-01**

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

1. Labor Charges:	(in minimum 6-minute increments) \$50.00 per hour for administrative staff \$100.00 per hour for managers \$200.00 per hour for senior staff
2. Materials Charges:	\$0.19 per page copied and (if applicable) \$ 20.00 per mailing, plus actual postage (if mailing requested by Member)