

**Holly Hills Community Association
Cost Schedule for Providing Copies of Books and Records
Policy Resolution 2012-002**

WHEREAS, Virginia Code § 55-510 (B) provides that, with certain exceptions, all books and records kept by or on behalf of an association shall be available for examination and copying by a Member in good standing or his authorized agent; and

WHEREAS, Virginia Code § 55-510 (D) provides that prior to providing copies of any books and records to a Member in good standing, an association may impose and collect a charge reflecting the reasonable costs of materials and labor for providing such copies, not to exceed the actual costs thereof; and

WHEREAS, Virginia Code § 55-510 (D) also provides that such charges may be imposed only in accordance with a cost schedule adopted by the board of directors of the association;

NOW THEREFORE, it is hereby RESOLVED that the Board of Directors of Holly Hills Community Association hereby adopts the following policy:

- A. The cost schedule set forth in paragraph E below shall apply equally to all Members in good standing and shall be provided to a requesting Member at the time the request to examine or copy books and records is made.
- B. A Member is in good standing if the Member has no financial obligation to the Association that is more than thirty (30) days in arrears or violation of the Governing Documents that has not been remedied within the time allowed for correction.
- C. All money paid pursuant to the cost schedule set forth in paragraph E below shall be collected by the managing agent of the Association and shall be retained by the managing agent to offset the actual costs of materials and labor involved.
- D. A Member's request for copies of books and records must be in writing and the request must be for a proper purpose related to the Member's membership in the Association. The managing agent shall provide the requested copies, if the requested books and records are subject to disclosure as provided in Virginia Code § 55-510, within five (5) business days after receiving both a written request and payment for the reasonable costs of materials and labor of providing such copies.
- E. The following charges shall be imposed:
 1. \$0.12 per page for copies of 8-1/2" x 11" documents
 2. \$0.12 per page for copies of 8-1/2" x 14" documents

3. \$1.05 per page for color copies of 8-1/2" X 11" documents
4. \$1.05 per page for color copies of 8-1/2" X 14" documents
5. \$0.14 per page for copies of 11" x 17" documents
6. \$0.12 for each legal sized envelope
7. \$0.16 for each other sized envelope
8. \$0.04 for each label
9. \$35.00 per hour for labor of administrative personnel
10. \$50.00 per hour for labor of licensed Association Manager

This Resolution is effective September 1, 2012.

Adopted at ~~a meeting of the Board of Directors on~~ an Action Without Meeting August 28, 2012.

Steve J. Chapin
President

9/1/12
Date

Attest:
Wayne A. DeLoraine
Secretary

9/1/12
Date