

# **KENWOOD TOWNHOMES**

## **POLICY RESOLUTION NO. 2013-02**

### **Cost Schedule for Providing Copies of Books and Records**

**WHEREAS**, KENWOOD TOWNHOMES, (“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, 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 55-510(D) of the POA Act:

1. When a Member in good standing requests copies of 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.
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.

**KENWOOD TOWNHOMES**  
**RESOLUTION ACTION RECORD**

Resolution Type: Policy No. 2013-02

Pertaining to: Cost Schedule for Providing Copies of Books and Records

Duly adopted at a meeting of the Board of Directors of the KENWOOD TOWNHOMES, held \_\_\_\_\_, 2013.

Motion by: Claudia Hamblin-Katnik Seconded by: Rebecca Katnik

VOTE:

|  | YES      | NO    | ABSTAIN | ABSENT |
|--|----------|-------|---------|--------|
| <u>Claudia Hamblin-Katnik</u> , Director | <u>X</u> | _____ | _____   | _____  |
| <u>[Signature]</u> , Director            | <u>X</u> | _____ | _____   | _____  |
| <u>[Signature]</u> , Director            | <u>X</u> | _____ | _____   | _____  |
| <u>[Signature]</u> , Director            | <u>0</u> | _____ | _____   | _____  |
| <u>[Signature]</u> , Director            | <u>X</u> | _____ | _____   | _____  |
| _____, Director                          | _____    | _____ | _____   | _____  |
| _____, Director                          | _____    | _____ | _____   | _____  |

ATTEST:

[Signature]  
Secretary

24 Oct 2013  
Date

Book of Minutes - 2013  
 Book Resolutions:

**Resolution effective: September, 2013**

# KENWOOD TOWNHOMES

EXHIBIT A  
TO  
POLICY RESOLUTION NO. 2013-02

COST SCHEDULE - 2013  
FOR PROVIDING COPIES OF BOOKS AND RECORDS

|                              |  |
|------------------------------|--|
| <b>1. Labor Charges:</b>     | (in minimum 6-minute increments)<br><br>\$ <u>90.00</u> per hour (Senior Community Manager)<br>\$ <u>75.00</u> per hour (Community Manager)<br>\$ <u>40.00</u> per hour (Clerical Staff) |
| <b>2. Materials Charges:</b> | \$ <u>0.18 B/W – 0.54 color</u> per page copied, plus<br>\$ <u>time and material</u> per mailing, plus actual postage (if mailing requested by Member)                                   |

*\*See current Management agreement for Exhibit B charges.*