

**TIMBERS HOMEOWNERS ASSOCIATION**

**RESOLUTION OF THE BOARD OF DIRECTORS**

**POLICY RESOLUTION NO. 2013-1**

**(Cost Schedule for Examination and Providing Copies of Association's Books and Records)**

**WHEREAS**, Timbers Homeowners Association ("the Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act") and the Declaration for the Association (the "Declaration"); and

**WHEREAS**, Article VIII, Section 1 of the By-Laws grants the Board of Directors the powers and duties necessary for the administration of the affairs of the Association and to do all such acts and things as are not by the POA Act or the Association instruments required to be exercised and done by the Association; 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 examination and 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 in writing with proper purpose the specific records, to exam or receive 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 a written acknowledgement that payment in full of the applicable charge as calculated by the Management Agent is required at the scheduled time of examination or prior to delivery of the request 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.

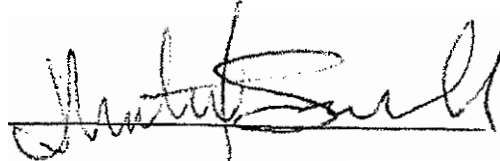
A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

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 written request stating a proper purpose and specific records is made by the Member to exam/copy Association books and records.

This resolution was duly adopted by the Board of Directors this 5<sup>th</sup> day of February, 2013.

The effective date of this Resolution shall be March 1, 2013.

**TIMBERS HOMEOWNERS  
ASSOCIATION**

BY: 

**EXHIBIT A**

**COST SCHEDULE - 2013**  
**FOR PROVIDING COPIES OF BOOKS AND RECORDS**

1. Labor Charges:	(in minimum 60-minute increments)  \$ <u>45.00</u> per hour
2. Materials Charges:	\$ <u>0.15</u> per page copied, plus \$ <u>45.00/hour</u> (in minimum 60-minute increments) per mailing, plus actual postage if mailing requested in writing by Member