

**THE GLENWOOD MEWS HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 2012-01**

(Cost Schedule for Providing Copies of Books and Records)

WHEREAS, The Glenwood Mews Homeowners Association (“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.

Distribution of the annual and/or updated Cost Schedule shall be included with the annual dues assessment letter.

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.

THE GLENWOOD MEWS HOMEOWNERS ASSOCIATION, INC.

**EXHIBIT A
TO
POLICY RESOLUTION NO. 2012-01**

COST SCHEDULE – 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 6-minute increments) \$90.00 per hour (Senior Portfolio Manager) \$75.00 per hour (Portfolio Manager) \$40.00 per hour (Clerical Staff)
2. Materials Charges:	\$0.18 per black & white page copied \$0.54 per color page copied \$0.45 for postage \$____ per mailing (if mailing requested by Member) \$0.15 per envelope with letterhead all sizes

Charges may be modified at any time upon 90 days written notice by the Management Agent of the Association per current signed Management Contract, or in the case disclosure packets it would change with the change in the VA Statute.

Source: Management Agreement between GHA Community Management LLC and The Glenwood Mews Homeowners Association, Inc., Schedule A (Non-Routine Service Fee), Schedule B (Additional services Fee), and Schedule C (Owner Transaction Fee).

**THE GLENWOOD MEWS HOMEOWNERS ASSOCIATION
RESOLUTION ACTION RECORD**

POLICY RESOLUTION NO. 2012-01

(Cost Schedule for Providing Copies of Books and Records)

Duly adopted at a meeting of the Board of Directors held on _____, 2012.

Motion by: _____ Seconded by: _____

	VOTE			
	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

ATTEST:

Secretary

Date

Book of Minutes - 2012
Book Resolutions:

Resolution effective: July 1, 2012