

WINTERPORT CLUSTER ASSOCIATION

ADMINISTRATION RESOLUTION NO. 2017-2

COST SCHEDULE FOR REQUEST TO INSPECT/COPY BOOKS AND RECORDS

WHEREAS, the Winterport Cluster Association (“the Association”) is a property owners’ association organized and operating pursuant to the Virginia Property Owners’ Association Act (“POA Act”), the Articles of Incorporation for Winterport Cluster Association, as amended, the Bylaws for Winterport Cluster Association, as amended, and Article VII, of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Reston 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 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 to inspect and copy Association books and records pursuant to Section 55-510 of the POA Act, the Association shall not provide the Member with any requested copies until or unless the Association receives from the Member payment in full of the applicable charge as calculated by the Association 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 Board shall 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 Association. A Cost Schedule updated by the Board of Directors 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 delinquent in the payment of any regular or special assessment of the Association as a result of not having paid such assessment within fifteen (15) days of the applicable due date.
3. The Association 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.

WINTERPORT CLUSTER ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 2017-2

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

Duly adopted at a meeting of the Board of Directors of the Winterport Cluster Association held January 18, 2017.

Motion by: D. Schweikart Seconded by: Daniel Bibeault

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>John Yandziak</u> John Yandziak, President	✓	—	—	—
<u>Janet Hren</u> Janet Hren, Vice President	✓	—	—	—
<u>Doshau Qualls</u> Doshau Qualls, Vice President	✓	—	—	—
<u>Dan Bibeault</u> Dan Bibeault, Secretary	✓	—	—	—
<u>David Schweikart</u> David Schweikart, Treasurer	✓	—	—	—

Resolution effective as of the date adopted.

WINTERPORT CLUSTER ASSOCIATION

**EXHIBIT A
TO
ADMINISTRATIVE RESOLUTION NO. _____**

COST SCHEDULE - 2016
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 6-minute increments) \$ <u>10.00</u> per hour
2. Materials Charges:	\$ <u>.25</u> per page copied plus actual postage (if mailing requested by Member)