

COLUMBIA SQUARE HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2017- 1

Schedule of Costs and Fees for Copies of Association Records
(Amended)

WHEREAS, the Columbia Square Homeowners Association, Inc. (the "Association") is a property owners association organized and operating pursuant to the Virginia Property Owners Act (the "Act"), the Declaration of Columbia Square Homeowners Association, Inc. and the Bylaws of the Association, as may be amended;

WHEREAS, Article VII, Section 2 of the Bylaws of the Association provides that, "The Board shall have the power to: (c) exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration ;

WHEREAS, Section 55-510 (B) of the Act provides that certain books and records of the Association must be made available for examination and copying by Members in good standing upon a written request stating a proper purpose and identifying the specific books and records requested and provides that, prior to examination or providing copies of the specified books and records, the Association may require the Member to pay a charge to cover the costs of materials and labor; and

WHEREAS, Section 55-510 (D) of the Act provides:

- D. Prior to providing copies of any books and records to a member in good standing under this section, the association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the board of directors in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.

NOW, THEREFORE, in accordance with the requirements of the Act, the Board of Directors adopts the following procedures and Schedule of Costs and Fees, attached hereto and incorporated herein by reference as **Exhibit A**, relating to a Lot Owner's request for copies of the Association's books and records in accordance with Section 55-510 of the Act, which shall supersede and replace any and all prior resolutions pertaining to costs and fees for copies of Association records.

1. On an annual basis or as otherwise needed, the Management Agent is authorized and directed by the Board to prepare and implement an updated Schedule of Costs and Fees to replace the existing Schedule of Costs and Fees attached as Exhibit A to this Resolution, so that the material and labor costs specified in the Schedule of Costs and Fees correspond to the applicable costs charged by the Management Agent pursuant to its contract with the Association. A Schedule of Costs and Fees updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.
2. The Schedule of Costs and Fees applies equally to all Members in good standing. Members not in good standing are not entitled to inspect or copy books 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 five (5) days of the applicable due date.
3. The Management Agent will provide a copy of the Schedule of Costs and Fees to a requesting Member at the time the request is made by the Member to inspect/copy Association books and records.

This Resolution shall become effective on September 1, 2017.

I attest and certify that this Administrative Resolution was duly adopted by the Board of Directors at a duly noticed meeting of the Board on the 17 day of July, 2017.

COLUMBIA SQUARE HOMEOWNERS ASSOCIATION, INC.



Anthony Dizon, President

Date: August 29, 2017

Certificate of Mailing

I, Jean Flannery, Managing Agent for Columbia Square Homeowners Association, Inc. hereby certify that a copy of this Administrative Resolution No. 2017- 1 was sent to all Unit Owners by first class mail, postage pre-paid, on 10/16, 2017.

Jean Flannery, Management Agent
**COLUMBIA SQUARE HOMEOWNERS
ASSOCIATION, INC.**

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COLUMBIA SQUARE HOMEOWNERS ASSOCIATION, INC.




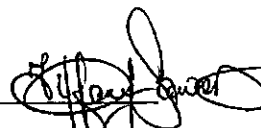

ADMINISTRATIVE RESOLUTION 2017 - 1

RESOLUTION ACTION RECORD

This Resolution was duly adopted at a duly called meeting of the Board of Directors on July 17, 2017.

Motion by: Anthony Dizon Seconded by: Joel Sheingold

VOTE: YES NO ABSTAIN ABSENT

<u>Anthony Dizon</u> Director	 ✓	_____	_____	_____
<u>Joel Sheingold</u> Director	 ✓	_____	_____	_____
<u>Christine Doane</u> Director	 ✓	_____	_____	_____
<u>Tiffany Sawyers</u> Director	 ✓	_____	_____	_____
<u>Katie Therianos</u> Director	 ✓	_____	_____	<u>✓ KT</u>

ATTEST:

Secretary: Tiffany Sawyers

Date: 7/17/2017

EXHIBIT A

COLUMBIA SQUARE HOMEOWNERS ASSOCIATION, INC.

Schedule of Costs and Fees

(Books and Records)

1. Labor Charges:	(in minimum 6-minute increments) <u>\$200.00</u> per hour (Principal) <u>\$100.00</u> per hour (Community Manager) <u>\$ 45.00</u> per hour (Clerical Staff)
2. Materials Charges:	<u>\$ 0.15</u> per page copied, plus <u>\$ 45.00/hour</u> (in minimum 6-minute increments) per mailing, plus actual postage if mailing requested in writing by Member