

CHURCHILL SQUARE ASSOCIATION, INC.

POLICY RESOLUTION NO. 2012-01

Cost Schedule for Providing Copies of Books and Records

WHEREAS, Churchill Square Association, Inc. (“the Association”) is a property owners’ association organized and operating pursuant to the Virginia Property Owners’ Association Act (“Act”) and the Association’s Declaration and Bylaws; and

WHEREAS, Section 55-510 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, 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 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 Act:

1. When a Member in good standing requests copies of Association books and records pursuant to Section 55-510 of the 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 may 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 incurred by the Association. A Cost Schedule updated by the Board 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 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.

CHURCHILL SQUARE ASSOCIATION, INC. RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-01

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

Duly adopted at a meeting of the Board of Directors held JUNE 20, 2012.

Motion by: DON HINES Seconded by: BRAD BOUTON.

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>Don Hines</u> , Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Jane Fair</u> , Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Brad Bouton</u> , Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>MATT KNOXA</u> , Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>BEVERLY SWAIN</u> , Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attest: Don Hines (Secretary) Date: JUNE 20 2012

Book of Minutes - 2012 Book Resolutions:

Resolution effective: July 1, 2012

CHURCHILL SQUARE ASSOCIATION, INC.

EXHIBIT A TO POLICY RESOLUTION NO. 2012-01

COST SCHEDULE - 2012 FOR PROVIDING COPIES OF BOOKS & RECORDS

1. Labor Charges:	(in minimum 6-minute increments) \$120.00 per hour
2. Materials Charges:	\$0.20 per page copied, plus \$10.00 per mailing, plus actual postage (if mailing requested by Member)