

STRATFORD CONDOMINIUM UNIT OWNERS

ASSOCIATION REGULATORY RESOLUTION NO. 2014 - 2

Access to Association Books and Records and Inspection Requests by Members

WHEREAS Article III, Section 2, of the Bylaws of the Stratford Condominium Unit Owners Association (the "Association") grants the Board of Directors the power to make, amend and enforce rules and regulations governing the use of the Condominium.

WHEREAS Section 55-79.53 of the Virginia Condominium Act... and 55-510 of the Code of Virginia (1950, as amended) (the "Act"), Article X, Section 1 of the Bylaws charge all unit owners and their tenants, guests and invitees with the compliance with the Declaration, Bylaws, Rules and Regulations (the "Condominium Instruments") of the Association as amended;

WHEREAS Section 55-79.74:1 of the Act... and Article IX Section 4, of the Association...

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board of Directors and the Covenants Committee by the Act, the Condominium Instruments and this Resolution are hereby empowered pursuant to Section 55-79.74:1 and 55-510 of the Code of Virginia, as it may be amended to

- I. Reason. Effective July 1, 2012, associations are required to adopt a cost schedule for charges related to access of association books and records under Va. Code Section 55-510 and Va. Code Section 55-79.74:1. This cost schedule must be adopted by the board of directors. The cost schedule must specify the charges for materials and labor and apply to all members in good standing. The cost schedule must be provided to any requesting member in good standing when they make the request.
- II. Definitions. For purposes of this resolution, the following terms are defined...
 - in good standing...A member not owing any monies to the association more than 30 days
 - proper purpose...By and large, most purposes are 'proper'. Exceptions include when records are used for pecuniary gain or commercial solicitation.
- III. General. The purpose of this resolution to outline the procedures as to who, how, and the manner records may be requested; what records may be requested; and the costs associated with providing the requested records.
- IV. The Request for Review. Any Unit Owner (or Member) in good standing or authorized agent may request an examination of the records. This request shall be in writing with the stated purpose for the examination. The request shall be a minimum of ten (10) business days in advance of a mutually scheduled date and time for the review; the review shall be conducted during normal business hours; and the review shall be at Management Office. This review will not include copies for distribution unless specifically requested in accordance with the cost schedule listed herein. There may be costs associated with a Review; such as, if the requested records are located elsewhere (not at the Review location); or stated electronically, requiring a print copy and computer time; courier travel; etc. An estimated cost will be provided by the Management Office upon receipt of the request.

V. Records Available for Review. All books and records (except those exempted by statute; or membership list with addresses of record; and/or aggregate salary information for the Association employees (if applicable)) shall be available as required to fulfill the stated written purpose.

VI. Records NOT Available for Review. Books and records kept by or on behalf of the Association may be withheld from inspection and copying to the extent that they concern:

- Personnel matters related to specific, identified persons or a person's medical records; Payroll records of personnel performing work under separate contract;
- Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;
- Legal opinions;
- Pending or probable litigation;
- Matters involving state or local administrative or other formal proceedings before a government tribunal;
- Communications with legal counsel or that are protected by attorney-client privilege or the attorney work product doctrine;
- Disclosure of information in violation of law;
- Meeting minutes or other confidential records of an executive session of the board of directors (votes on subjects defined in vague terms are releasable);
- Documentation, correspondence or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session; or
- Individual unit owner or member files, other than those of the requesting owner, including member's files kept by or on behalf of the Association.

VII. Costs. Costs are broken down into two specific areas associated with the examination.

- Copies for review on site and associated labor.
- Copies for removal from site and associated labor.
- Copies mailed to resident's address.
- All electronic copies will be posted to a CD/R and mailed or made available for pickup. [NOTE] Electronic copies will not be transmitted via email for security reasons.

VIII. Recovery of Costs. Prior to providing copies of any books or records the association may impose and collect a charge, reflecting the reasonable costs of materials and labor. No costs shall be borne by the Association, unless specifically authorized by the Board of Directors.

IX. Cost Schedule. See attached enclosure. Will be adopted by the board of directors and reviewed or updated on an annual basis. The cost schedule will be applied equally to all members in good standing and provided to the requesting member at the time of request.

COST SCHEDULE

(Effective 1 August 2014)

Current pricing is –

<u>Description</u>	<u>Unit Measurement</u>	<u>Cost(s)</u>
<u>Copies</u>		
Standard	Per sheet	\$0.15
Oversize	per sheet	Vendor Quote
Electronic Media	per CD/R	\$2.50
<u>Labor</u>	15 minute increment	
•Copying		
Up to 2 hours		\$25/per hour
Add'1 hours		\$35/per hour
•Custodian of Records		
Up to 2 hours		\$25/per hour
Add'1 hours		\$35/per hour
<u>Mailing & Packaging</u>		
	Regular Certified Envelope/Box	Prevailing USPS/UPS/FEDEX R

STRATFORD CONDOMINIUM UNIT OWNERS ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Regulatory No. 2014-2

Pertaining to: Access to Association Books and Records: Inspection Requests by Members Policy

Duly adopted at a meeting of the Board of Directors of Stratford Condominium Unit Owners Association, Inc.
held 29 July, 2014.

Motion by: Bill Genetti Seconded by: Chris Ellis

SIGNATURES

VOTE:

<u>William C. Richardson</u> , Member	<input checked="" type="radio"/> YES NO ABSTAIN ABSENT
<u>Asha M. Matting</u> , Member	<input checked="" type="radio"/> YES NO ABSTAIN ABSENT
<u>William A. Genetti</u> , Member	<input checked="" type="radio"/> YES NO ABSTAIN ABSENT
<u>Madeline Lykes</u> , Member	<input checked="" type="radio"/> YES NO ABSTAIN ABSENT
<u>Christopher Ellis</u> , Member	<input checked="" type="radio"/> YES NO ABSTAIN ABSENT
_____, Member	YES NO ABSTAIN ABSENT
_____, Member	YES NO ABSTAIN ABSENT

ATTEST:

[Signature]
Secretary

7-22-14
Date

Resolution effective 1 August, 2014.