

**THE UNIT OWNERS ASSOCIATION OF THE CROSSING CONDOMINIUM
ADMINISTRATIVE RESOLUTION NO. 2012-#1**

Cost Schedule for Providing Copies of Books and Records

WHEREAS, The Unit Owners Association of The Crossing Condominium (“the Association”) is a unit owners’ association organized and operating pursuant to the Virginia Condominium Act (the “Act”) and the Declaration for The Crossing Condominium;

WHEREAS, Section 55-79.74:1 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 55-79.74:1(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 55-79.74:1(D) of the Act:

1. When a Member in good standing requests copies of Association books and records pursuant to Section 55-79.74:1 of the Act, the Association’s Management Agent (the “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 (the “Cost Schedule”).
2. 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.
3. 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/or 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.
4. 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 UNIT OWNERS ASSOCIATION of the CROSSING CONDOMINIUM
RESOLUTION ACTION RECORD**

Resolution Type: Administrative No. 2012-#1

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

Duly adopted at a meeting of the Board of Directors of The Unit Owners Association of the Crossing Condominium held June 18, 2012.

Motion by: Alicia Prieto Seconded by: Dianne Jones

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>Bambi Jones</u> , Director	✓	_____	_____	_____
<u>Dianne Jones</u> , Director	✓	_____	_____	_____
<u>Alicia Prieto</u> , Director	✓	_____	_____	_____
<u>Stephyni</u> , Director	✓	_____	_____	_____
_____, Director	_____	_____	_____	_____

ATTEST:

Dianne Jones
Secretary

6-18-12
Date

Book of Minutes - 2012
Book Resolutions:

Resolution effective: July 1, 2012

THE UNIT OWNERS ASSOCIATION of the CROSSING CONDOMINIUM

EXHIBIT A
TO
ADMINISTRATIVE RESOLUTION NO. 2012-#1

COST SCHEDULE - 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS

1. Labor Charges:	(in minimum 6-minute increments) \$ <u>45.00</u> per hour
2. Materials Charges:	\$<u>0.25</u> per page copied and (if applicable) \$ <u>1.00/Unit</u> per mailing, plus actual postage (if mailing requested by Member)