

Parkway Place Homeowners Association, Inc.

Policy Resolution (Amended February 9, 2016)

Document Copying Charges and Other Charges Incurred or Caused by Owners

Relating to the production of books and records to requesting Owners, the costs thereof, and other expenses incurred by the Association as a result of Owner Actions

Whereas Article III, Section 3.2 of the Bylaws states that "The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the Association, and may do all such acts and things not prohibited by the Declaration, Articles of Incorporation, or by other law or regulation;" and

Whereas Virginia Code 55-510 provides that the Board of Directors shall maintain books and records of the Association and make them available for review and copying to members in good standing; and

Whereas on July 1, 2012, the amended provisions of 55-510 became effective, requiring that charges for the provision of such documents shall be imposed only in accordance with a cost schedule adopted by the board of directors in accordance with subsection D of the statute, the schedule (1) to specify the charges for materials and labor, (2) to apply equally to all members in good standing, and (3) be provided to any requesting member at the time of the request for production and, or, copying; and

Whereas 55-509.6 authorizes the Association to set the charges for its production of disclosure packets;

Whereas 55-509.6 authorizes the Association to set the charges for its production of disclosure packets;

- **NOW THEREFORE, BE IT RESOLVED** that the attached cost schedule is hereby adopted and may be changed from time to time by "The Board of Directors" by a majority vote.

See Exhibit A per hour, for time expended on any owner's request for the provision of books and records of the Association for review.

For all disclosure packets requested by Owners or their agents, the maximum amounts permitted by §55-509.6, as applicable, shall apply as listed in the attached Exhibit A.

DATE

DIRECTORS

Feb 9, 2016

Jm Socha

Feb. 9, 2016

James J. Dillon

Feb. 9, 2016

Sally Scott

Feb. 9, 2016

Gloria H. Hamlen

Feb. 9,, 2016

Virginia W. Ertz

ATTEST:

Gloria H. Hamlen
Secretary

2/9/16
Date

Resolution effective:

February 9, 2016

For Association Records

I hereby certify that a copy of the foregoing Policy Resolution was mailed to the members of the Parkway Place Homeowners Association on this 17th day of February, 2016

Meredith Mallory
Managing Agent

Exhibit A

COST SCHEDULE

Listed fees are to be charged to the owner

- 1. Disclosure packets, Re-sale packets (to include documents, budget, financial disclosure, etc.)**

Re-sale Disclosure Packet	\$245.00 (electronic) -\$272.00 (hard copy)
Rush Fee (5-business days) at Manager's discretion	\$ 50.00
Updated Disclosure Packet (less than 12 months as an owner to qualify)	\$ 150.00
Transfer Fee when seller sells home (Buyer pays at closing)	\$ 50.00

- 2. Anything requested to be on Company letter head**

Management Cover Letter	\$ 25.00
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- 3. Costs for other items requested by an owner or agent**

Updated financial Records for closing	\$ 50.00
Insurance Policy – Copy	\$ 25.00
By-Law Copy	\$ 25.00
Declaration Copy	\$ 25.00
Other Document Copies hourly plus fee plus per copy	Refer to item 7

- 4. Delinquency Turnover Fee to attorney** \$ 50.00

- 5. Lien Filings and Questionnaires**

Return Check Charges/Processing Fee:	\$ 35.00 per check
Process Filing Lien Fee	At Cost
Process Release Lien Fee	At Cost
Recording Fee from Court House	At Cost
Completion of Mortgage Questionnaire	\$ 75.00
Refinance Fee Questionnaire for Mortgage Co.	\$ 75.00

- 6. Retrieval Fee for ANY copies of historical records** \$ 50.00 Retrieval fee (plus hourly rate and per copy rate fee in item 7 for ANY historical files)

- 7. Hourly rate plus copy fees on ANY document requests** \$ 45.00 per hour plus 10 cents per page for
copies.

- 8. Postage and envelope costs for mailing of records requested** At Cost

- 9. Stop Payment charges:** At cost