

COUNTRY CREEK ASSOCIATION, INC.

POLICY RESOLUTION No. 2012-02

Cost Schedule for Providing Copies of Books and Records

WHEREAS, Country Creek Association, Inc. ("Association") came into existence as a Virginia property owners' association by the filing of a Declaration of Covenants, Conditions and Restrictions ("Declaration") for the Association, which Declaration and amendments are of record in the land records of the Fairfax County Circuit Court, Deed Book 5035, Page 0401;

WHEREAS, the Association was also incorporated as a Virginia non-stock corporation by the filing of Articles of Incorporation with the Virginia State Corporation Commission and the issuance thereby of a certificate of incorporation in March 1978; and,

WHEREAS, Section 55-510 of the Virginia Property Owners' Association Act ("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, the contract for management services between the Association and Sequoia Management Company, Inc. does not provide for nor include costs and fees for researching and preparing responses to a homeowner's request to review the Association's books and records; and,

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

When a Member in good standing requests copies of Association books and records pursuant to Section 55-510 of the Act, the Association's Management Agent ("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 charges as calculated by the Management Agent in accordance with the then-current cost schedule specified below, as may be revised from time to time ("Cost Schedule").

On an as-necessary basis, the Management Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule to replace the existing Cost Schedule set forth below. A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

The Cost Schedule applies equally to all Members in good standing.

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.

COST SCHEDULE

Labor of Community Manager (a certified PCAM®) in preparing response..... \$50/hr

Labor of Assistant Community Manager in preparing response\$20/hr

Copying costs: \$.10/page

COUNTRY CREEK ASSOCIATION, INC.

POLICY/REGULATORY RESOLUTION No. 2012-02

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-02

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

Duly adopted by the Board of Directors of the Association on August 3, 2012.

Motion by: Pamela Frazier

Seconded by: Julie Appleby

NAME	TITLE	YES	NO	ABSTAIN	ABSENT
Pamela Frazier	President	✓			
Julie Appleby	Vice President	✓			
John Ennella	Treasurer	✓			
John Yu	Secretary	✓			
Susan Stewart	Director	✓			
James Kohnen	Director	✓			
Paige McLaughlin	Director	✓			
Yvonne Carpenter	Director	✓			

Attest: *J. Yu* (Secretary)

Date: 8/21/12

Resolution effective as of date of adoption.