

CEDAR GROVE PARK ASSOCIATION

POLICY RESOLUTION NO. 2012-1

Association Cost Schedule For Providing Books And Records

WHEREAS, Section 55-510(D) of the Virginia Property Owners' Association Act ("the Act") allows a home owner's association to impose and collect a charge for providing to the association's members copies of the association's books and records only if the charge is in accordance with a cost schedule adopted by the association's board of directors;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the BOARD OF DIRECTORS ("the Board") of the CEDAR GROVE PARK ASSOCIATION ("the Association") hereby adopts the following Cost Schedule Policy pursuant to Section 55-510(D) of the Act:

When a member in good standing of the Association ("the Member") requests copies of the Association's books and records, the Association shall provide the copies only if the Association has received payment in full of the applicable charges for the copies as calculated in accordance with the Cost Schedule specified below, or as it may be revised from time to time. The Cost Schedule applies equally to all Members.

The Association's Treasurer will provide a copy of this Cost Schedule to a Member who requests copies of books and records at the time the request is made.

COST SCHEDULE

Copying costs: \$ 0.11 cents per page

Other materials costs: \$2.89 per 3-ring binder

Transportation costs: \$ 0.55 per mile for vehicle costs to have copies made or to deliver the copies to the U.S. Post Office or other shipper (if requested by the Member).

Shipping costs: The costs specified by the shipper.

Adopted by the Association's Board of Directors during its meeting on the 14th of August, 2012.

Patricia A. Smith Aug 14, 12 Signature/Date

President, Cedar Grove Park Association