

**STONELEIGH ASSOCIATION**

**ADMINISTRATIVE RESOLUTION 12-01**

(Requests for Examination and Copying of the Association's Records)

**WHEREAS**, Article IV, Section 10 of the Bylaws of STONELEIGH ASSOCIATION, Inc. provides that the Board shall have all of the powers necessary for the administration of the Association in accordance with applicable law and as set forth in the Declaration, Articles, Bylaws and the Project Documents; and

**WHEREAS**, Article IV, Section 10 of the Bylaws provides that the Board shall have the power to enact and amend rules and regulations;

**WHEREAS**, Section 55-510 of the Virginia Code obligates the Association to provide its members who are in good standing with the Association with the right to examine and copy certain records of the Association, subject to certain procedures approved by the Board of Directors;

**WHEREAS**, pursuant to House Bill 1741 from the 2011 General Assembly Legislative Session, by no later than July 1, 2012, the Association must adopt a policy adopting a cost schedule that: i) specifies the charges for materials and labor; (ii) apply equally to all members in good standing; and, (iii) is provided to any member requesting to review and/or copy the Association's books and records at the time the request is made; and

**WHEREAS**, to allow the Association to comply with Virginia law, the Board has decided that is in the best interest of the Association to adopt a written policy regarding the provision of records to its members.

**NOW, THEREFORE, BE IT RESOLVED:**

A. Record Keeping and Access to Records

1. Acting on its own or through a managing agent, the Association shall prepare and keep, for a minimum of one (1) year, detailed books and records of receipts and expenditures affecting the operation and administration of the Association. With respect to all books, records and/or files relating to matters other than expenditures, the Association shall keep those books and records for such reasonable time periods as determined by the managing agent.
2. Subject to certain exceptions set forth below and provided that the purpose for the request to examine books and records relates to a matter related to the business of the Association, members shall have the right to examine and copy these books and records, provided that their membership is in Good Standing. Good Standing shall be defined to mean that a member is current in the payment of assessments and any other financial obligation to the Association and compliant with all other responsibilities of membership, including, but not limited to, maintenance of his or her Lot in a condition that does not violate any term or provision of the Governing Documents.

3. In order to exercise the rights described herein, members must complete the attached form, Exhibit A, and file it with the Association's managing agent, or other duly appointed representative. After receipt of a filing, the Association's representative shall have the authority to review the form and make determinations as to its completeness and satisfaction of all requirements necessary to allow the Association to act upon the filing. If a form is not complete, the Association shall notify the member of the deficiency, required corrective action, and that no records shall be provided or made available until such corrective action is taken.
4. Upon receipt of a completed form and within a reasonable period of time, the Association shall provide the member with the cost schedule attached hereto as Exhibit B, as well as an estimate on the costs associated with responding to the request. An estimate may include, but not be limited to, the costs of locating, duplicating, and supplying the records, which includes the cost of materials and labor. Prior to the Association performing any work related to the request, members must pay the estimated charges in advance. Upon receipt of payment (or clearance of a personal check), the Association shall make arrangements for a meeting at a mutually convenient time or provide the member with copies of the requested records within five (5) days of receipt of the payment.
5. Whenever a member makes a written request to examine original records, the Association shall have a member of its managing agent or the Board of Directors meet with the member and serve as a custodian of the records for the protection of the documents. The Association will include the cost of this service in the estimate and may establish reasonable limitations on how long such meetings may last.
6. After the rendering of services requested, the Association shall compare the estimate with the actual costs incurred by the Association as set forth in the cost schedule. If the amount paid by the member exceeds the actual costs, the Association shall promptly refund the difference to the member. If the actual costs exceed the estimate, the Association shall notify the member and the member shall be obligated to pay the difference. The Association may withhold additional services and/or copies until it receives payment.

B. Exempt Records

The following records are exempt from the members' right to examine and copy:

1. Personnel matters related to a specific, identified employee and person's medical records;
2. Any documentation which relates to a (i) contract, lease and other commercial transactions currently under negotiation; (ii) pending or probable litigation; (iii) matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the Association documents or rules and regulations;
3. Communications with legal counsel which are protected by the attorney-client privilege;

4. Any records that any law prohibits the Association from providing to a 3<sup>rd</sup> party;
5. Minutes and other records reviewed in an executive session of the Board or Committee;
6. Individual member files, other than those of the requesting member;
7. Any drafts or other documents not yet approved by the Board for incorporation into the Association's books and records.

C. Requests of Minimal Time and Cost

If the Association concludes that a request submitted by a member involves a nominal amount of time and cost to the Association, it may, in the sole discretion of the Board or its delegee, waive any of the above requirements. For purposes of this Resolution, "nominal requests" shall include requests for copies of:

1. Approved minutes or highlights of the most recent meeting of the Board of Directors or membership Meeting;
2. Approved minutes or highlights of the most recent meeting of any Committee;
3. The Association's current annual operating budget;
4. The Association's most current financial management report;
5. The Association's most recent annual audit;
6. The Association's most recent income tax forms; and
7. The file of the requesting member.

D. Miscellaneous

1. The Association shall not have any obligation to create documents in response to any member's request for records.
2. The Board shall have the right to amend the cost schedule attached hereto as Exhibit A without having to amend the entire resolution.

EFFECTIVE DATE OF RESOLUTION

The effective date of this Resolution shall be August 1, 2012.

I hereby certify that this Administrative Resolution was duly adopted by the Board of Directors at a regular meeting on July 31 2012.

**STONELEIGH ASSOCIATION**

By:   
President

Exhibit A

**STONELEIGH ASSOCIATION  
RECORD REQUEST FORM**

You may use this form to request copies of or inspect the official records of STONELEIGH ASSOCIATION, Inc. ("Association"). In order to properly submit a request, please complete, sign and date this form and mail or fax it to the Association's common interest community manager at the address below:

**STONELEIGH ASSOCIATION Management Staff**  
c/o James Hawkins, Community Manager  
Cardinal Management Group, Inc.  
4330 Prince William Parkway, Suite 201  
Woodbridge, Virginia 22192  
Facsimile: (703) 866-3156

**Name of Requesting Party:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Address of Property located within the Association if different than mailing:**

\_\_\_\_\_  
\_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**(Mobile)** \_\_\_\_\_ **(Email)** \_\_\_\_\_

**Please describe the records you wish to copy and/or inspect (include all relevant, dates, names or other identifying information):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe the purpose of your request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please check applicable box(es):**

I am requesting to receive copies of the above-referenced records. [ ]

I am requesting to conduct an in-person inspection of the above-referenced records. [ ]

I am requesting to inspect such records on \_\_\_\_\_ at \_\_\_\_\_.

(The Association will provide you confirmation of the appropriate time, date and location for the inspection)

Please note, not all Association records are available for review and inspection, per Section 55-510(C) of the Virginia Property Owners' Association Act. You will be notified if your request contains records subject to withholding. You will also be notified of the estimated cost, if any, related to your request and such charges must be paid in advance of the Association fulfilling your request.

Be advised, the Association is only obligated to respond to record requests from those members of the Association who are in "good standing". Good Standing shall be defined to mean that a member is current in the payment of assessments and any other financial obligation to the Association and compliant with all other responsibilities of membership, including, but not limited to, maintenance of his or her Lot in a condition that does not violate any term or provision of the Governing Documents.

You must date and sign this form. Anonymous requests will not be accepted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit B**

### **Cost Schedule**

Hourly rate for compilation  
and copying of materials:

By management agent Administrative Staff - \$70.00/hour  
By management agent Accounting Staff - \$70.00/hour  
By Community Manager - \$115.00/hour  
By management agent Vice President - \$200.00/hour  
By management agent Chief Financial officer - \$200.00/hour  
By management agent Principals - \$295.00/hour

These charges shall be billed in 15 minute increments.

Copies shall be billed at a rate of \$0.15 per page

