

Reflection Homes Association, Inc.
Administrative Resolution 2021-1
COST SCHEDULE FOR OWNER ACCESS TO BOOKS AND RECORDS

WHEREAS, Reflection Homes Association (“Association”) is a property owners’ association organized and operating pursuant to the Virginia Property Owners’ Association Act (“Act”);

WHEREAS, Article IV, Section 1 of the Association’s Bylaws authorizes the Association’s Board of Directors (“Board”) to act on behalf of the Association, exercising all powers, duties and authority of the Association except where reserved to the Association’s membership by the Declaration, Articles of Incorporation, Bylaws or applicable law;

WHEREAS, the Act provides what books and records of the Association are available for inspection and copying by a lot owner (“Member”), what books and records may be withheld from inspection and copying, and what restrictions and costs are applicable to a Member’s access to such records; and

WHEREAS, it is the intent of the Board to establish procedures that ensure uniform and consistent access for all Members in good standing to those Association’s books and records that are available for inspection and copying under the applicable provisions of the Act.

NOW, THEREFORE, IT IS RESOLVED that the Board of Directors hereby adopts the following procedures for access to the Association’s non-confidential books and records and rescinds any previously-adopted procedures on this subject matter:

- A. Requests to Inspect/Copy Records.** When a Member in good standing wants to either inspect or have copies of Association books and records, the Member’s request must:
1. Be in writing and submitted to the Association’s management agent (“Management”);
 2. Identify the specific books and records to be inspected or copied; and
 3. State a proper purpose for the request related to his/her membership in the Association.

Upon receipt of a proper written request from a Member in good standing (or that Member’s confirmed authorized agent), Management will provide that person with a copy of the current Cost Schedule (as referenced below).

- B. Member in Good Standing.** Only Members in good standing (or their authorized agent) have the right to inspect or have copies of non-confidential books and records. For purposes of this Resolution, a Member is not in “good standing” if either (i) that Member or a resident of that Member’s Lot is in violation of the Project Documents or Rules and Regulations as determined by the Board (after notice and an opportunity for a hearing), or (ii) that Member is more than 30 days’ past due in the payment of amounts owed to the Association.
- C. Cost Responsibility.** As provided by the Act, the requesting Member is responsible for paying for costs incurred by the Association in responding to requests and for reviewing the requested records to determine the need for redaction (and then redacting) any confidential information. These costs are to be calculated in accordance with the Cost Schedule referenced below.

However, the board commits to minimally making the following documents available at no charge to Members by posting these records to a protected web portal.

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- Approved Meeting Minutes from board and committees
- Board Meeting packets excluding executive session materials
- Finance packets
- Declaration, Covenants, and Bylaws
- Administrative and Policy Resolutions
- ACC Guidelines
- Active contracts
- Insurance
- Annual Meeting Notice
- Approved Annual Budget
- Reserve Study
- Annual Audit Results
- Newsletters

In addition, Management has the discretion to waive collection of the charge if the total charge would be less than \$5.00.

D. **Cost Schedule.** The Association's cost schedule for access to Association books and records is attached to this Resolution as Exhibit A, as may be amended from time to time ("Cost Schedule").

1. On an annual basis or as otherwise needed, Management 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 changes in applicable rates and costs incurred by the Association. A Cost Schedule updated by Management pursuant to this provision is effective immediately upon being so updated.
2. The Cost Schedule applies equally to all Members in good standing.

E. **Collection of Applicable Payment/Access to Records.** When a Member in good standing (or that Member's confirmed authorized agent) requests to inspect or copy Association books and records pursuant to the Act and this Resolution, Management will not provide access to the available records until or unless Management receives from the Member payment in full of the applicable charge (or estimated charge) associated with responding to the Member's request as calculated by Management in accordance with Cost Schedule.

1. If the final cost exceeds the initial estimated cost paid by the requesting Member, then Management will notify the Member of the additional cost, which the Member must promptly pay upon notice. Such additional cost shall be specially assessed against the Member without the need for a case-by-case vote of the Board.
2. However, as mentioned above, Management has the discretion to waive collection of a charge if the total charge would be less than \$5.00.

Effective: March 22, 2021. **EXHIBIT A**

REFLECTION HOMES ASSOCIATION

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FOR PROVIDING ACCESS TO BOOKS AND RECORDS

1. Labor Charges:	<p>(in minimum 6-minute increments)</p> <p>\$ <u>125.00</u> per hour (Senior Community Manager) \$ <u>100.00</u> per hour (Community Manager) \$ _____ per hour (Assistant Community Manager) \$ <u>75.00</u> per hour (Administrative Assistant)</p>
2. Materials Charges:	<p>\$ <u>.20</u> per page copied (black/white) \$ <u>.75</u> per page copied (color)</p> <p>Plus: actual postage/delivery cost (if mailing/delivery requested by Member/Owner)</p>