

THE SIERRA CONDOMINIUM UNIT OWNERS ASSOCIATION

Resolution No. 2012 - _____

Cost Schedule for Providing Copies of Books and Records

WHEREAS, The Sierra Condominium Unit Owners Association (“the Association”) is a Condominium owners’ association organized and operating pursuant to the CODE OF VIRGINIA CONDOMINIUM ACT (“Condo Act”) and the Association’s By-Laws; and,

WHEREAS, Section 55-79.74:1 of the Condo 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, Section 55-79.74:1(D) of the Condo 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.

THEREFORE, BE IT RESOLVED that the Board hereby adopts the following cost schedule policy pursuant to Section 55-79.74:1(D) of the Condo Act:

1. When a Member in good standing requests copies of Association books and records pursuant to Section 55-79.74:1 of the Condo 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 charge as calculated by the Management Agent in accordance with the then current cost schedule specified in attached Exhibit A, as may be revised from time-to-time as set forth below (“Cost Schedule”).

On an annual basis or as otherwise needed, the Management Agent 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 the applicable costs charged by the Management Agent pursuant to its contract with the Association. A Cost Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

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

3. 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.

Duly adopted at a meeting of the Board of Directors of The Sierra Condominium Unit Owners Association held Aug 29, 2012 and effective immediately.

	YES	NO	ABSTAIN	ABSENT
<u>Nidal Sliman</u> [NAME], President	X	_____	_____	_____
<u>Kristin Jeff</u> [NAME], Vice President	_____	_____	_____	_____
<u>Angele Donatelli</u> [NAME], Treasurer	X	_____	_____	_____
<u>Lee Ann Tracy</u> [NAME], Secretary	X	_____	_____	_____
_____ [NAME], Member-At-Large	_____	_____	_____	_____

THE SIERRA CONDOMINIUM UNIT OWNERS ASSOCIATION

**EXHIBIT A
TO
POLICY RESOLUTION No. 2012-____**

**2012
COST SCHEDULE FOR PROVIDING COPIES OF BOOKS AND RECORDS**

1. Labor Charges:	(in minimum 6-minute increments) \$90.00 per hour (Senior Portfolio Manager) \$75.00 per hour (Portfolio Manager) \$40.00 per hour (Clerical Staff)
2. Materials Charges:	\$0.18 per black & white page copied \$0.54 per color page copied \$0.45 for postage \$____ per mailing (if mailing requested by Member) \$0.15 per envelope with letterhead all sizes