

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION**  
**Policy Resolution 2012-10(2)**  
**Regarding Charges for**  
**Examination and Copying of Books and Records**

WHEREAS, the governing documents of Lake Manassas Residential Owners Association give the Board of Directors of the Association all powers and duties necessary for the administration of the affairs of the Association; and

WHEREAS, effective July 1, 2012, Section 55-513(D) of the Virginia Property Owners' Association Act (the "POAA") gives the Board of Directors of a property owners association the power to establish, adopt, and enforce rules and regulations with respect to areas of responsibility assigned to the Association by the Declaration; and

WHEREAS, effective July 1, 2012, Section 55-510(D) of the POAA provides as follows:

a. Prior to providing copies of any books and records on the request of a member in good standing, an association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof;

b. Charges may be imposed only in accordance with a cost schedule adopted by the Board of Directors; and

c. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made; and

WHEREAS, the Board of Directors desires to adopt a cost schedule in accordance with Section 55-510(D) of the Virginia Property Owners Association Act;

It is therefore hereby RESOLVED as follows:

1. Prior to providing copies of any books and records on the request of a member in good standing, the Association shall impose and collect the charges specified in the Cost Schedule attached to this Resolution (which may be amended from time to time) which reflects the reasonable costs of materials and labor and does not to exceed the actual costs thereof.

2. The Cost Schedule shall apply equally to all members in good standing.

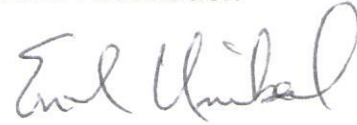
3. The Cost Schedule shall be provided to the member making a request to examine and copy books and records at the time the request is made.

4. This Resolution shall be made reasonably available to all members of the Association promptly after it is adopted.

5. This Resolution shall be effective September 20, 2012

ADOPTED September, 20, 2012 by the:

BOARD OF DIRECTORS  
Lake Manassas Residential  
Owners Association



By: \_\_\_\_\_

Errol Unikel, President

Attest: \_\_\_\_\_



Ted Brewer, Secretary

**Lake Manassas Residential Owners Association  
Cost Schedule**

for providing copies of any books and records on the request of a member

Per hour cost of labor to retrieve and  
prepare documents for copying:

\$50.00

Per page charge to scan or photocopy  
documents:

\$0.25 for black and white  
\$1.00 for color

**Guidance for completing attached Cost Schedule:**

The statute provides that the costs can be imposed for providing copies of books and records. The costs that can be imposed must reflect the reasonable costs of materials and labor, and cannot to exceed the actual costs thereof.

If the Association's management company imposes a reasonable charge for retrieving and copying this information, those charges can be placed in the Cost Schedule and passed on to the owner requesting copies.

If not, you can list the actual labor charges for retrieving and copying the information. If you use an employee, the employee's salary, benefits and other employee costs can be used to calculate the hourly labor rate.