

SOUTHGATE SQUARE CLUSTER ASSOCIATION

POLICY RESOLUTION NO. 100

Cost Schedule for Examination and Providing Copies of Association's Books and Records

WHEREAS, Section 55-510 of the Property Owners' Association Act ("POA Act") provides that certain books and records of the Association must be made available for examination and copying by Members in good standing or their authorized agents; and

WHEREAS, subject to certain exemptions as set forth in Section 55-510 (C) of the POA Act, and provided that the request for examination and copying is for a proper purpose related to his or her membership in the Association, the member must identify the specific books and records requested; and

WHEREAS, prior to examination or providing copies of the specified books and records, the Association may require the Member to pay a charge to cover the costs of material and labor; and

WHEREAS, Section 55-510 (D) of the POA Act, as amended and effective July 1, 2012, provides that charges for examination and providing copies may be imposed only in accordance with a cost schedule adopted by the Association's Board of Directors (the "Board").

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following cost schedule policy pursuant to Section 55-510 (D) of the POA Act:

1. Prior to providing copies of any books and records to a Member in good standing pursuant to Section 55-510 of the POA Act, the Association may impose and collect a charge, reflecting the reasonable costs of materials and labor, in accordance with the current Cost Schedule specified in the attached Exhibit A, as may be revised from time to time as set forth in paragraph 2 below.
2. 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.
3. The Cost Schedule applies equally to all Members in good standing.
4. The Management Agent will provide a copy of the Cost Schedule to a requesting

Member at the time a written request, stating a proper purpose and a request for specific records, is made by the Member. A copy of the Request to Examine and Copy Books and Records is attached as Exhibit B and should be used when making the request.

This Resolution shall be effective immediately upon adoption.

DULY ADOPTED THIS __1__ DAY OF _____JULY_____, 2012, BY THE BOARD OF DIRECTORS.

SOUTHGATE SQUARE CLUSTER ASSOCIATION
COST SCHEDULE - 2012
FOR PROVIDING COPIES OF BOOKS AND RECORDS
POLICY RESOLUTION NO. ____

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 page copied, plus \$ Actual Cost of Postage (if mailing requested by Member)

SOUTHGATE SQUARE CLUSTER ASSOCIATION

REQUEST TO EXAMINE AND COPY BOOKS AND RECORDS

MEMBER NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE #: _____ E-MAIL: _____

I hereby request that the Association arrange for me to examine and/or copy the books and records of the Association, subject to the procedures stated in Resolution No. 100.

1. The books and records that I wish to examine and/or copy are:

A. _____

B. _____

C. _____

2. I certify that my request is not for commercial purposes or my personal financial gain. The purpose of my request is as follows: _____

3. Please state whether you wish to examine the Association's books and records:

Yes _____ No _____

If you select "No", the Association will presume that you are seeking copies of the documents requested above.

4. I acknowledge that my rights to examine and copy the Association's records are subject to the procedures set forth in Resolution 100, which, by this reference, is incorporated herein.

Member Signature _____ Date _____

Please complete, sign and date this form, and mail/fax/deliver it to the following:

Southgate Square Cluster Association
c/o GHA Community Management
3020 Hamaker Court, Suite 300
Fairfax, Virginia 22031
Fax: (703) 876-9594