

The Algonquin Association

RESOLUTION

POLICY FOR RECORDS INSPECTION AND COST SCHEDULE

At a duly noticed regular meeting of the Board of Directors of The Algonquin Association, Inc., a Virginia non-stock corporation and condominium association (the "Association"), held on September 26, 2017, the Board of Directors did hereby approve the following action:

RESOLVED, pursuant to Va. Code Section 55-79.74:1(D), the Policy for Records Inspection and Cost Schedule, a copy of which is attached hereto, is hereby adopted.

FURTHER, RESOLVED, that the officers of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of these resolutions.

This Resolution shall be attached to the Minutes as part of the records of the Association.

Dated: 9/26/17

THE ALGONQUIN ASSOCIATION

By Glenda Greenhouse, Pres
Glenda Greenhouse, President

ATTEST:

Don C. Hammer
Don C. Hammer, Secretary

The Algonquin Association

Policy for Records Inspections and Cost Schedule

Adopted by the Board of Directors of the Association on September 26, 2017

1. In accordance with Virginia Code §55-79.74:1(D), prior to allowing inspection and/or providing copies of any books and records to a member of the Association who requests the same in accordance with the provisions of §55-79.74:1 and §13.1-933 of the Code of Virginia, as amended, the Association may impose and collect a charge for the following:
 - a. for the labor costs associated with the Association's employees and/or agents complying with such copying and production:

There will be a charge of \$60.00 per hour and/or such additional amounts as may be charged if the records are stored with a custodian separate from the Algonquin Association.
 - b. for the costs of materials:
 - i. 10¢ per page for black and white copies
 - ii. \$1.00 per page for color copies
 - iii. documents larger in width and/or length than standard (8 1/2 x 11) copy paper and/or legal-sized paper at a rate determined by the Association in its discretion, but in no case shall the rate be greater than the actual cost
 - iv. \$1.00 per page for facsimile
 - v. \$1.00 per page for digital/scan
2. This cost schedule applies equally to all members of the Association in good standing and will be provided to a requesting member at the time a request is made.
3. Inspection and/or copy services shall be commenced only after an owner has complied with the requirements of Va. Code Section 55-79.74:1(B) that requires the request is for a proper purpose related to membership in the Association, and not for pecuniary gain or commercial solicitation.
4. The right of examination may be exercised only during business hours at the office of the managing agent of the association and upon at least five (5) days' written notice reasonably identifying the purpose for the request and the specific books and records requested.

- a. drafts not yet incorporated into the association's books and records, or
- b. if such books and records concern:
 - i. personnel matters relating to specific, identified persons or a person's medical records;
 - ii. contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;
 - iii. Pending litigation or probable litigation where there has been a specific threat of litigation from a party or the legal counsel of a party;
 - iv. matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the condominium instruments (i.e. Declaration, Bylaws, plats and plans) or rules and regulations;
 - v. communications with legal counsel that relate to (i) – (iv) above or that are protected by the attorney-client privilege or the attorney work product doctrine;
 - vi. disclosure of information in violation of law;
 - vii. meeting minutes or other confidential records of an executive session of the board;
 - viii. documentation, correspondence or management or Board reports compiled for or on behalf of the association or the Board by its agents or committees for consideration by the Board in executive session; and
 - ix. individual owner or member files, other than those of the requesting owner, including any individual owner's files kept by or on behalf of the owners' association.

The Algonquin Association

REQUEST FOR ASSOCIATION BOOKS AND RECORDS

Pursuant to Va. Code Section 55-79.74:1, the undersigned requests that the below listed books and records kept by or on behalf of the Association be made available for (check one or both) _____ examination or _____ copying and acknowledges, understands and represents that:

INITIAL ALL:

- _____ the undersigned is a member in good standing of The Algonquin Association (the "Association")
- _____ this request is for a proper purpose related to my membership in the Association
- _____ prior to providing copies of any books and records, the Association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof, which charges are in accordance with the Cost Schedule adopted by the Board of Directors
- _____ certain books and records may be withheld from inspection and copying and
- _____ this right of examination may be exercised only during reasonable business hours or at a mutually convenient time and location and upon five business days' written notice

Specific Book and Record Requested

Reasonably Identify the Purpose for the Request

Date: _____

Unit: _____

Member:

Signature

Print Name

FOR ASSOCIATION/MANAGEMENT USE ONLY:

Received By:

Signature

Date

Print Name, Title

Reply:

____ Inspection Scheduled/Held on: _____
Date

____ Additional Information Requested Date: _____

____ Copy(ies) Attached Date: _____

____ Documents Provided:

____ Documents Withheld: Reason

____ Other

Completed:

Signature

Date

Print Name, Title