

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF BROADLANDS ASSOCIATION, INC.**

**(Policies and Procedures Regarding Examination of Association Records)**

**WHEREAS**, Article 3, Section 3.4 and Article 8, Section 8.3 of the Declaration for Broadlands (hereinafter “Declaration” and “Association” respectively) grant the Board of Directors (“Board”) the power to adopt, amend, and publish rules and regulations governing the use of the Property and the conduct of the Association members and their guest therein; and

**WHEREAS**, Section 55.1-1815 of the Virginia Property Owners Association Act (“VPOA”) provides that certain books and records of the Association must be made available for examination and copying with a written request stating a proper purpose and specific records by Members in good standing and provides that, 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 55.1-1815 of the VPOA Act provides that charges for examination and providing copies may be imposed in accordance with a cost schedule adopted by the Board which reflects the reasonable costs of its labor and materials; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby adopts the following cost schedule policy pursuant to Section 55.1-1815 of the VPOA Act:

1. Subject to the provisions of subsection C of Section 55.1-1815 of the VPOA and so long as the request is for a proper purpose related to the homeowner’s membership in the Association, books and records kept by the Association shall be available for examination and copying by a member in good standing.
2. An owner’s right of examination may be exercised only during reasonable business hours and upon ten (10) days written notice, which notice must reasonably identify the purpose for the request and the specific books and records of the Association requested.
3. When a Member in good standing requests in writing with proper purpose and the specific records, to examine or receive copies of Association books and records pursuant to Section 55.1-1815 of the POA Act, the Association’s General Manager shall not provide the Member with any requested copies until or unless the General Manager receives from the Member a written acknowledgment that payment in full of the applicable charge as calculated by the General Manager is required at the scheduled time of examination or prior to delivery of the request in accordance with the then current cost schedule specified in the attached Exhibit A, as may be revised from time to time as set forth below (“Cost Schedule”).

4. Upon receipt and review of a request, The Association's Manager on behalf of the Board will schedule, with the member, a mutually convenient time during reasonable business hours at the principal office of the Association
5. Prior to providing copies of any Association books and records, the Association may impose and collect a charge, reflecting the reasonable costs of materials and labor associated with compiling and copying the requested books and records. The cost schedule adopted by the Board is attached as Exhibit 2 to this Resolution and shall be provided to each member upon request for access to Association books and records.
6. The Association shall not have any obligation to create documents in response to a request for records that otherwise do not exist.
7. Electronic renderings will not be provided.
8. The Board may periodically adopt and implement an updated cost schedule to replace the existing cost schedule attached as Exhibit 2 to this Resolution.

This resolution was duly adopted by the Board of Directors this 13<sup>th</sup> day of August, 2024.

The effective date of this Resolution shall be October 1, 2024.

Broadlands Association, Inc.

BY: Signed by:  
*David Baroody*  
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David Baroody, President

**EXHIBIT A**

**COST SCHEDULE - 2024**  
**FOR PROVIDING COPIES OF BOOKS AND RECORDS**

<b>1. Meeting and Examination Time:</b>	(in minimum 6-minute increments) <b>\$<u>150.00</u> per hour (General Manager)</b> <b>\$ <u>75.00</u> per hour (Clerical Staff)</b>
<b>2. Materials Charges:</b>	<b>\$ <u>0.50</u> per page copied, plus actual postage if mailing requested in writing by Member</b>

**EXHIBIT B**

**REQUEST FOR ACCESS TO ASSOCIATION BOOKS AND RECORD MEMBER**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Pursuant to the Virginia Property Owners Associations Act and Section 55-510, I hereby request that Broadlands Association, Inc. provide access to the books and records of the Association

1. The books and records I wish to review are:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2. I certify that my request to review the books and records of the Association is for a proper purpose related to my membership in the Association, and that this request is not for commercial purposes or my personal financial gain. Specifically, my reason for wanting to review the books and records of the association is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. I acknowledge and accept the association's records access and inspection procedures. I acknowledge and accept that the books and records of the Association will be made available to me only at such time and place as the Association's policy provides, and that there will be a cost associated with making these documents available to me. I agree to pay any costs associated with reviewing the books and records of the Association, including but not limited to the actual and reasonable costs of labor and photocopying material. I further acknowledge that these costs may be required of me prior to reviewing the books and records.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_