

**BALMORAL GREENS
HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2012-01
(Books and Records Charges Resolution)**

RECITALS:

WHEREAS, effective July 1, 2012, Va. Code Ann. § 55-79.74:1D as amended (1950) states:


Prior to providing copies of any books and records, the unit owners' association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the executive organ in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all unit owners in good standing, and (iii) be provided to such requesting unit owner at the time the request is made.

NOW, THEREFORE, in accordance with the requirements of the Property Owners Act, the Board of Directors adopts the following Schedule of Costs and Fees, attached hereto and incorporated herein by reference as **Exhibit A**, relating to a Unit Owner's request for copies of Association books and records in accordance with Va. Code Ann. § 55-79.74:1, as amended (1950).

The Effective Date of this Administrative Resolution is June 1, 2012.

This Administrative Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 25 day of JUNE, 2012.

**BALMORAL GREENS, HOME OWNER'S
ASSOCIATION**

By: 
President

By: 
Secretary

Exhibit A

**BALMORAL GREENS
HOMEOWNER'S ASSOCIATION**

Schedule of Costs and Fees
(Books and Records)

1. Copying Charges -
 - a. In House Reproduction (B&W) / Managing Agent - \$0.20 per page
 - b. In House - Reproduction (Color) - \$1.00 per page
 - c. Copy job sent to commercial copying service - At Cost

2. Mailing Labels & Boxes and Retrieval of Records in Storage
 - a. Mailing Labels -- \$0.25 per piece
 - b. Boxes and Shipping Boxes -At Cost
 - c. Retrieval of Records in Storage -At Cost

3. Personnel Charges - Labor
 - a. Managing Agent - Senior Partner --\$ 200.00 per hour
 - b. Managing Agent - Property Manager -- \$100.00 per hour
 - c. Managing Agent - Administrative Staff / Accounting Support - \$ 75.00 per hour

4. Delivery Charges
 - a. First Class or Certified Mail (U.S. Postal Service) -At Cost
 - b. Courier (Vendor) -\$20.00 plus cost
 - c. Certified Mail (Managing Agent & U.S. Postal) -At Cost
 - d. Overnight Delivery Service (Vendor) -At Cost

This Schedule of Costs and Fees is effective July 1, 2021.

Exhibit A to Administrative Resolution No. 2012-01