

DOMINION STATION HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION 2012 - 12

**COST / FEE SCHEDULE FOR REQUESTS TO
INSPECT ASSOCIATION BOOKS AND RECORDS**

WHEREAS, Section 55-515 of the *Virginia Property Owners' Association Act* ("Act") and the Declaration for Dominion Station (hereinafter "Declaration") charge all Lot owners and their tenants, guests and invitees with compliance with the Declaration and all provisions of the Act; and,

WHEREAS, the contract for management services between the Association and Service First Management and Consulting, Inc. establishes a fee to the Association for researching and preparing responses to a unit owner's request to review the Association's books and records; and,

WHEREAS, Section 55-510.D of the Act, as amended and effective July 1, 2012, provides that charges for providing copies may be imposed only in accordance with a cost schedule adopted by 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 Act.

When a Member in good standing requests copies of Association books and records pursuant to the aforementioned provision of the Act, the Association's Management Agent ("Management Agent") shall not provide the Member with any requested copies until or unless the Management Agent receives from the Member payment in full of the applicable charges as calculated by the Management Agent in accordance with the then-current cost/fee schedule (see attached), as may be revised from time to time ("Cost/Fee Schedule").

On an as-necessary basis, the Management Agent is authorized and directed by the Board to prepare and implement an updated Cost/Fee Schedule to replace the existing Cost/Fee Schedule attached hereto. A Cost/Fee Schedule updated by the Management Agent pursuant to this provision is effective immediately upon being so updated.

The Cost/Fee Schedule applies equally to all Members in good standing.

The Management Agent will provide a copy of the Cost/Fee Schedule to a requesting Member at the time the request is made by the Member to inspect/copy Association books and records.

DOMINION STATION HOMEOWNERS ASSOCIATION, INC.



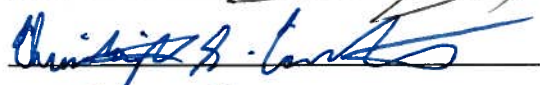

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012 - 12

Pertaining to: Costs / Fee Schedule for Requests to Inspect Assn Books and Records

Duly adopted at a meeting of the Board of Directors of the Dominion Station Homeowners Association, Inc., held July 24, 2012.

Motion by: Aaron Harris Seconded by: Mehdi Kohanbani

		VOTE:			
		YES	NO	ABSTAIN	ABSENT
	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:


Secretary

7/24/12
Date

Book of Minutes - 2012

Book Resolutions:	Book No.	Page No.
Policy	_____	_____
Regulatory	_____	_____
Special	_____	_____
General	_____	_____

Resolution effective: August 1, 2012.

DOMINION STATION HOMEOWNERS ASSOCIATION, INC.

COST / FEE SCHEDULE

ADMINISTRATIVE FEES

Copying Per Page \$.20
Courier & Postage at Cost

**FEES FOR MANAGEMENT TIME EXPENDED
IN COMPILING/PREPARING RESPONSE TO REQUEST**

Principals	Per Hour	\$180.00
Associates	Per Hour	\$130.00
Accounting Staff	Per Hour	\$ 90.00
Other Admin Staff	Per Hour	\$ 90.00