

**BOARD OF DIRECTORS OF  
WOODED GLEN SECTION I HOMEOWNERS ASSOCIATION, INC.  
ADMINISTRATIVE RESOLUTION NO. 2021 - 01**

**BOOKS AND RECORDS POLICY**

**RECITALS:**

1. Section 55.1-1828 of the Virginia Property Owners' Association Act (the "**Act**") charges all lot owners and their tenants, guests and invitees with compliance with the Declaration of Covenants, Conditions and Restrictions of the Wooded Glen Section I Homeowners Association, Inc. recorded among the land records of Fairfax County, Virginia (the "**Declaration**").

2. The Declaration establishes Wooded Glen Section I Homeowners Association, Inc. (the "**Association**") for the purposes of administering the property submitted to the Declaration.

3. Article 5.01 of the Association's Articles of Incorporation and Article 4.01 of the Bylaws state that the affairs of the Association shall be managed by the Board of Directors ("**Board**").

4. Section 55.1-1815 of the Act requires that certain books and records of the Association shall be made available for examination and copying by a member of the association who is in good standing so long as the request is for a proper purpose related to his/her membership, and provides that, prior to providing copies of any books and records, the Association may require the Owner to pay the costs of material and labor associated with providing such books and records.

5. Section 55.1-1815 E of the Act provides that charges for providing those copies discussed in Number 4 above may be imposed only in accordance with a reasonable cost schedule adopted by the Board.

6. The Board deems it necessary to conform to the Act, to pass along the costs associated with the performance of this obligation to the requesting party and by this resolution does hereby adopt this Books and Records Policy to set the reasonable cost schedule attached to this resolution as Exhibit A and made part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board does hereby adopt the Wooded Glen Section I Association, Inc. Books and Records Policy and the associated Cost Schedule, attached to this resolution as Exhibit A and made part of this resolution, to be effective as of January 12, 2020 in accordance with the following provisions:

1. When an Owner in good standing requests to inspect and copy Association books and records pursuant to Section 55.1-1815 of the Act, and states a proper purpose for such request, the Association's management agent (the "**Agent**") shall not provide the Owner with any requested copies or schedule such inspection until or unless the Agent receives from the Owner payment in full of the applicable charge as calculated by the Agent 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 (the "**Cost Schedule**"). On an annual basis or as otherwise needed, the 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 Agent pursuant to its contract with the Association. A Cost Schedule updated by the Agent pursuant to this provision is effective immediately upon being so updated.

2. The Cost Schedule applies equally to all Owners in good standing. Owners not in good standing are not entitled to inspect or copy books and records. For purposes of this resolution, an Owner is not in "good standing" if that Owner is either:

- a. Delinquent in the payments of any regular or special assessment of the Association as a result of not having paid such assessment on its due date, or
- b. If an Owner has received a notice of violation of the Association's governing documents or rules and regulations and has not cured said violation within the time frame established by the notice.

3. The Agent will provide a copy of the Cost Schedule to a requesting Owner at the time the request is made by the Owner to inspect or copy Association books and records.

[COST SCHEDULE ON NEXT PAGE]

**EXHIBIT A – COST SCHEDULE FOR BOOKS AND RECORDS REQUESTS**

*The following costs are the amounts incurred by the Association for its Managing Agent to do the work of responding to a books and records request. The amounts charged to the Association shall be passed through to any Owner requesting records. These costs are subject to change.*

Postage/UPS/FedEx/Courier	At cost
Office & Administrative Supplies	At cost (i.e., specialty envelopes, specialty papers)
In House Materials Reproduction	\$.15 per page black & white
	\$.25 per page color
Certified Letter Processing	\$10.00 plus postage
Requests for Books & Records	\$100.00 per hour plus materials reproduction fee

**WOODED GLEN SECTION I HOMEOWNERS ASSOCIATION, INC.**

**RESOLUTION ACTION RECORD 2021 - 01**

Resolution Type:  Policy       Administrative      Resolution No. **2021 - 01**

Pertaining to Adoption of Wooded Glen Section I Homeowners Association, Inc. Books and Records Policy

Duly adopted by the Board of Directors of Wooded Glen Section I Homeowners Association, Inc. held on January 12, 2021.

Motion by: Jonathan Gressel

Seconded by: Margaret Hoeffler

<b>DIRECTOR NAME</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Jonathan Gressel	X			
Alfred Graziano	X			
Lonnie Bradley	X			
Allison Ritman	X			
Margaret Hoeffler	X			

ATTEST:

*Jonathan Gressel*

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President

Resolution Effective as of: January 12, 2021

01 / 13 / 2021

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Date