

**RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION NO. A13-01**

**RESOLUTION ON ACCESS TO BOOKS AND RECORDS**

WHEREAS, Section 55-510(D) of the Virginia Property Owners' Association Act (Act) outlines the records that must be made available, those which may be withheld and allows the Runaway Bay Homeowners Association (Association) to charge property owners for copies of books and records of the Association if the Board of Directors formally adopts a schedule of charges for material and labor; and

WHEREAS, for the benefit and protection of all property owners, and in compliance with the Act, the Board deems it desirable to formally adopt a resolution to establish a policy regarding property owner access to Association books and records;

NOW, THEREFORE, BE IT RESOLVED:

I. Request for Examination and Copying.

- A. Only property owners of record in good standing or their authorized agent may request access to Association books and records.
- B. A written request for examination and/or copies must be submitted to the Property Owner Services Manager at a minimum five (5) business days notice. The request must contain a specific list of all records to be examined. The request form is attached to this resolution as Attachment A.
- C. Examination of all records shall be at the primary location of the Property Owner Services Manager at a time mutually agreed upon by the Property Owner Services Manager and the requestor during normal business hours only.

II. Books and Records Available for Review.

Property owners shall have access to books and records of the Association with the exception of those that concern:

- A. Personnel matters relating to specific identified persons or a person's medical records;
- B. Contracts, leases or other commercial transactions currently in or under negotiation;
- C. Pending or probable litigation;
- D. Matters involving formal proceedings before a government agency for enforcement of Association documents, policies or rules and regulations;
- E. Communications with legal counsel that are protected by attorney-client privilege;
- F. Disclosure of information in violation of law;
- G. Meeting minutes or other confidential records of an executive session of the Board of Directors;
- H. Individual property owner files other than those of the requesting property owner;
- I. Draft minutes of any board or committee meeting that are less than sixty (60) days old.

### III. Charges.

The schedule of fees is attached to this resolution as Attachment B and may be updated annually. Updates to the fee schedule will be published on the Association website or provided to property owners on request. All such fees will be charged to the requesting property owner.

RUNAWAY BAY HOMEOWNER'S ASSOCIATION  
RESOLUTION ACTION RECORD

Resolution Type ADMINISTRATIVE Number A13-01  
 Pertaining to: Access To Books and Records

Duly adopted at a regular meeting of the Board of Directors of Runaway Bay Homeowners' Association, held July 6, 2013.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

OFFICER AND TITLE	VOTE RECORD			
	YES	NO	ABSTAIN	ABSENT
_____ Michael Lobue, President	_X_	___	___	___
_____ Carmen Perri, Vice President	_X_	___	___	___
_____ Karen I. Bragg, Secretary	_X_	___	___	___
_____ Carol Skeen, Treasurer	_X_	___	___	___
_____ Richard Jenet, Director	_X_	___	___	___
_____ Herbert Miller, Director	_X_	___	___	___

This Resolution is Effective, July 6, 2013.

ATTEST:

\_\_\_\_\_  
Signature on File \_\_\_\_\_ DATE July 6, 2013 \_\_\_\_\_  
Michael Lobue, President

\_\_\_\_\_  
Signature on File \_\_\_\_\_ DATE July 6, 2013 \_\_\_\_\_  
Karen I. Bragg, Secretary

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Policy Resolution was posted to the Book of Resolutions and a copy of this Resolution and any associated documentation was mailed and/or hand-delivered to all members of the Runaway Bay Homeowner's Association at their address of record on this 6th day of July, 2013.

\_\_\_\_\_  
Signature on File \_\_\_\_\_  
Runaway Bay HOA Property Owner Services Manager

Attachment A

REQUEST TO REVIEW RUNAWAY BAY HOA DOCUMENTS

I, \_\_\_\_\_, request to examine the following files/documents:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I understand that this request is subject to the terms and conditions outlined in Runaway Bay HOA Administrative Policy Resolution A13-01 and Section 55-510 of the Virginia Property Owners' Association Act, and that I am responsible for paying for the administrative and copying costs.

_____	_____
Name (please print)	Date
_____	_____
Signature	Email
_____	_____
Property Address or Lot Number	Telephone

Instructions: Please complete this form and mail it to Runaway Bay HOA, PO Box 120, Altavista, VA 24517 or email it to: [propertymgr@runawaybayhoa.org](mailto:propertymgr@runawaybayhoa.org) Within five (5) business days of receipt of the request, you will be contacted by telephone and/or email to arrange a time/date for you to review the requested files and/or documents.

Runaway Bay Homeowners Association

**Fee Schedule for Document Review/Reproduction**

All Fees are payable to the Association by the requesting property owner or his/her agent.

Compilation of Association Documents to Electronic File for Onsite Review	\$25.00
Compilation of Property Owner File Documents to Electronic File for Onsite Review	\$25.00
Onsite Access to Association records	\$25.00/hr
<b>Document Reproduction Fees:</b>	
Board Meeting Minutes (up to 6 months)	\$10.00
Articles of Incorporation	\$10.00
Bylaws	\$10.00
Budget	\$10.00
Declaration of Covenants	\$10.00
Declaration of Restrictions	\$10.00
Annual Financial Statement	\$10.00
Insurance Declaration Pages	\$20.00
Reserve Study	\$50.00
Architectural Guidelines/Standards	\$10.00
All other records	\$0.15/page

Effective: July 6, 2013