

**LINKS POND CLUSTER ASSOCIATION**

**POLICY RESOLUTION NO. 2**

**(Rules Relating to the Imposition of Charges for Copies of Books and Records)**

WHEREAS, the Links Pond Cluster Association ("Cluster Association") is subject to Section 55-510 of the Virginia Property Owners' Association Act (the "Act"), which prior to July 1, 2012, permitted a homeowners' association to impose and collect a charge reflecting the reasonable costs of labor and materials prior to providing copies of any books and records to members; and

WHEREAS, effective July 1, 2012, Section 55-510 of the Act is expanded to provide that charges for providing copies of any books and records to members can be imposed only in accordance with a cost schedule adopted by the homeowners' association's board or directors, and the cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.

NOW, THEREFORE, BE IT RESOLVED that:

Prior to providing copies of any books and records to a member in good standing, the Cluster Association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Such charge may only be imposed in accordance with a cost schedule that (i) specifies the charges for materials and labor, (ii) applies equally to all members in good standing, and (iii) will be provided to such requesting member at the time the request is made.

Such cost schedule is as follows: 25 cents per page

Adoption and Approval. This Resolution is adopted and approved by the Board of Directors of the Links Pond Cluster Association this 10th day of September, 2012, and is effective as of July 1, 2012.

LINKS POND CLUSTER ASSOCIATION

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Dan Caro, President