HARBOR WALK CONDOMINIUM ASSOCIATION, INC.

RESOLUTION

POLICY FOR RECORDS INSPECTION AND COST SCHEDULE

At a duly noticed regular meeting of the Board of Directors of Harbor Walk Condominium Association, Inc, a Virginia non-stock corporation and condominium association (the "Association"), held on February 19, 2015, the Board of Directors did hereby approve the following action:

RESOLVED, pursuant to Va. Code Section 55-79.74:1(D), the Policy for Records Inspection and Cost Schedule, a copy of which is attached hereto, is hereby adopted

FURTHER, RESOLVED, that the officers of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of these resolutions.

This Resolution shall be attached to the Minutes as part of the records of the Association.

Dated: February 19, 2015

HARBOR WALK CONDOMINIUM ASSOCIATION, INC.

By _____
John Prewett, President

ATTEST:

_____
Mitch Burton, Secretary

Policy for Records Inspections and Cost Schedule

Adopted by the Board of Directors of the Association on:

1. In accordance with Virginia Code §55-79.74:1(D), prior to allowing inspection and/or providing copies of any books and records to a member of the Association who requests the same in accordance with the provisions of §55-79.74:1and §13.1-933 of the Code of Virginia, as amended, the Association may impose and collect a charge for the following:

    a. for the labor costs associated with the Association's employees and/or agents complying with such copying and production:

        i. Administrative - $45.00 per hour
        ii. Management - $125.00 per hour
        iii. Accounting/Bookkeeper - $55.00 per hour

    b. for the costs of materials:
        i. 13¢ per page for black and white copies
        ii. 20¢ per page for color copies
        iii. documents larger in width and/or length than standard (8 1/2 x 11) copy paper and/or legal-sized paper at a rate determined by the Association in its discretion, but in no case shall the rate be greater than the actual cost

2. This cost schedule applies equally to all members of the Association in good standing and will be provided to a requesting member at the time a request is made.

3. Inspection and/or copy services shall be commenced only after an owner has complied with the requirements of Va. Code Section 55-79.74:1(B) that requires the request is for a proper purpose related to membership in the Association, and not for pecuniary gain or commercial solicitation.

4. The right of examination may be exercised only during business hours at the office of the managing agent of the association and upon at least five (5) days' written notice reasonably identifying the purpose for the request and the specific books and records requested.

5. The furnishing of records is subject to the right of the Association to withhold certain records pursuant to Va. Code Section 55-79.74:1(C). The following records may be withheld from examination or copying by owners and contract purchasers:

    a. drafts not yet incorporated into the association's books and records, or if such books and records concern:

i. personnel matters relating to specific, identified persons or a person's medical records;

ii. contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;

iii. Pending litigation or probable litigation where there has been a specific threat of litigation from a party or the legal counsel of a party;

iv. matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the condominium instruments (i.e. Declaration, Bylaws, plats and plans) or rules and regulations;

v. communications with legal counsel that relate to (i) – (iv) above or that are protected by the attorney-client privilege or the attorney work product doctrine;

vi. disclosure of information in violation of law;

vii. meeting minutes or other confidential records of an executive session of the board;

viii. documentation, correspondence or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session; and

ix. individual owner or member files, other than those of the requesting owner, including any individual owner's files kept by or on behalf of the owners' association.