

## Inlet Shores Condominium Association

### Policy for Records Inspections and Cost Schedule

Adopted by the Board of Directors of the Association on April 18, 2012

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

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

Seventy five dollars (\$75.00) per hour charged by quarter hour

b. for the costs of materials, 13 cents per page, for the cost of black and white copies, and \$1.00 per page, for the cost of color copies. Copies of documents larger in width and/or length than standard (8 1/2 x 11) copy paper and/or legal-sized paper shall be charged at a rate that shall be determined by the Association in its discretion, but in no case shall the rate be greater than the actual copying cost thereof.

2. This cost schedule shall apply equally to all members of the Association in good standing and this schedule shall 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 requirement of Section 55-79.74:1 which requires that the request is for a proper purpose related to membership in the Association

4. The right of examination may be exercised only during business hours at the office 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 Section 55-79.74:1(C) of the Act. The following records may be withheld from examination or copying by owners and contract purchasers:

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

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

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

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

e. matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the Declaration, Bylaws, Articles of Incorporation or rules and regulations;

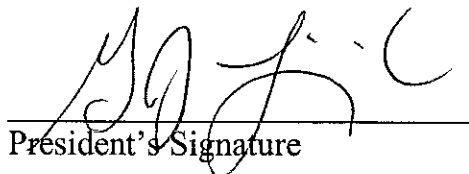
f. communications with legal counsel which relates to subdivisions a through d or which is protected by the attorney-client privilege or the attorney work product doctrine;

g. disclosure of information in violation of law;

h. meeting minutes or other confidential records of an executive session of the executive organ;

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

j. 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.

  
\_\_\_\_\_  
President's Signature

04/18/2012  
Date Adopted



**UNITED  
PROPERTY  
ASSOCIATES**

Request for access to Association Books and Records of the  
Inlet Shores Condominium Association

Owner's Name:

Date:

Property Address:

Telephone #:

525 SOUTH  
INDEPENDENCE BLVD.  
SUITE 200  
VIRGINIA BEACH  
VIRGINIA 23452-1189  
(757) 497-5752  
FAX (757) 497-9133



739  
THIMBLE SHOALS BLVD.  
SUITE 1003  
NEWPORT NEWS  
VIRGINIA 23606-3562  
(757) 873-1185  
FAX (757) 873-8907



5849  
HARBOUR VIEW BLVD.  
SUITE 200  
SUFFOLK  
VIRGINIA 23435-3768  
(757) 484-0706  
FAX (757) 484-3217



103  
BULIFANTS BLVD.  
SUITE A  
WILLIAMSBURG  
VIRGINIA 23188  
(757) 345-5383  
FAX (757) 345-5385



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I hereby request that Inlet Shores Condominium Association provide access to the books and records of the Association in accordance with Virginia Condominium Act 55-79.74:1.

1. The books and records that I wish to review are:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. I certify that my request to review the books and records of the Inlet Shores Condominium Association is for the purpose related to my membership in the Association, and that this request is not for commercial purposes or my personal financial gain. Specifically, my reason for wanting to review the books and records of the Association is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. I acknowledge and accept the Association's records access and inspection procedures. I acknowledge and accept that the books and records of the Association will be made available to me only at such time and place as the Association's policy provides, and that there may be a cost associated with making these documents available to me. I agree to pay any costs associated with reviewing the books and records of the Association, including but not limited to the actual and reasonable costs of labor and photocopying material. I further acknowledge that these costs may be required of me prior to reviewing the books and records.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Association Manager /  
Management Representative

\_\_\_\_\_  
Date

cc: Owner file  
United Property Associates, Inc.