

BRANDERMILL COMMUNITY ASSOCIATION, INC.
APRIL 4, 2011

POLICY – INSPECTION AND COPYING OF ASSOCIATION RECORDS

GENERAL

The Brandermill Community Association, Inc. (BCA) is required to provide access and/or copies of Association records to a member in good standing. Certain books and records may be withheld from inspection and copying per the Virginia Property Owners Association Act, Section 55-510, Letter C, 1 through 9.

PURPOSE

To provide a policy to establish a procedure for access to the books and records of the Association.

POLICY

Examination of books and records of the Association may be done only during normal business hours or a mutually convenient time and location and upon five days written notice reasonably identifying the purpose for the request. The member shall include in writing the specific record/records requested.

Books and records may be withheld from inspection per the Virginia Property Owners Association Act listed under Section 55-510, Letter C, 1 through 9.

The Association office shall assign one staff person to assist in the inspection. The Association shall maintain a log detailing:

- i. The date the written request was received;
 - ii. The name of the requesting party;
 - iii. A list of the requested records;
 - iv. The date the Association notified the member that the records were available;
 - v. The date the records were made available;
 - vi. The date of actual inspection and or copying; and
 - vii. The signature of the member acknowledging receipt of, or access to, the records. Every person inspecting or receiving copies of records shall sign a receipt prior to inspection or receipt of copies.
- a) The member will be notified before the records are accessed or copied of the costs involved;
 - b) Management staff personnel are the only persons authorized to access records;
 - c) A member shall pay \$0.25 per page for regular or legal sized copies and the hourly rate for the employee providing the copies after 15 minutes. The hourly rate will be adjusted to reflect the actual cost to provide the documents.
 - d) The costs will be paid by cash or personal check at the time the copies are delivered.

Adopted: April 4, 2011