Administrative Resolution 2014-1
Schedule of Charges for Providing Copies of
Lake of the Woods Association Books and Records

WHEREAS, Section 55-510 of the Virginia Property Owners' Association Act requires community associations to adopt a schedule of charges for access to the books and records of the association; and

WHEREAS, Lake of the Woods Association, Inc. formally adopted its schedule of charges in June 2012 to set out a clear and fair policy with respect to charges to members requesting copies of portions of the Association books and records; and

WHEREAS, the Board of Directors desires to revise the schedule to include charges for a copy of the Association Membership List and addresses according to Virginia Code 55-510.B.1.

THEREFORE, RESOLVED, that the Lake of the Woods Association Board of Directors adopts the following Schedule of Charges for copies of portions of the Lake of the Woods Association books and records.

Section 1. Charges for Materials and Labor

The charge that management may require for copies of documents contained in the Association’s books and records are as follows:

- Articles of Incorporation $2.50
- Declarations of Covenants $5.00
- Bylaws $2.50
- Regulations $6.00
- Packet of Governing Documents, $16.00
- Members’ Guidebook (first copy free) $3.00
- Color Map of the Association $.50
- Color Large Wall Map $15.00
- Black and White Wall Map $10.00
- Disclosure Packet (Paper Format) and Site and Covenants Inspection (no more than two hard copies) $150.00
- Disclosure Packet (Electronic Format) and Site Covenants Inspection (no more than two electronic copies) $125.00
- Transfer Fee $50.00
- Expedited Disclosure Package $50.00
Additional Disclosure Package Fee (Paper Format) $25.00
DVD Copy of Channel 18 Programs $3.00
Electronic Copy of the Association’s Membership List and Addresses $100
Shall not be used for pecuniary gain or commercial solicitation per Virginia Code
Association’s Membership List and Addresses on Labels $175
Shall not be used for pecuniary gain or commercial solicitation per Virginia Code 55-510 B.1.

All other documents:
Single Page Copying (first five copies free) 10 cents per page
Per hour labor for researching, copying and assembling $10 per hour

Section 2. Equal Application of Charges

Charges for copies of portions of the Association books and records shall be applied equally to all members in good standing and to their authorized agent.

Section 3. Distribution of Schedule

The Association shall provide the Schedule of Charges to a member requesting copies of any portion of the Association books and records at the time the request is made.

Section 4. Electronic Documents

The Association shall not charge fees for downloading documents and books available on LOWA INC. website.

Effective date: January 4, 2014

LAKE OF THE WOODS ASSOCIATION, INC.

By: ____________
James Walsh, President

ATTEST:

I, as Secretary for Lake of the Woods Association, Inc., hereby attest that the foregoing Administrative Resolution 2014 -1 was adopted by the Board of Directors at a duly-held and noticed Board of Directors meeting held on the 4th day of January, 2014.

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Louisa Rucker, Secretary