Administrative Resolution 2012-16
Schedule of Charges for Providing Copies of
Lake of the Woods Association Books and Records

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

WHEREAS, Association Boards in Virginia must formally adopt a schedule of charges by July 1, 2012; and

WHEREAS, the Lake of the Woods Association Board of Directors desires to adopt a schedule that sets out a clear and fair policy with respect to charges to members requesting copies of portions of the Association books and records.

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
- Disclosure Packet (Paper Format) and Site and Covenants Inspection $100.00
- Disclosure Packet (Electronic Format) and Site Covenants Inspection $100.00
- Transfer Fee $50.00
- Expedited Disclosure Package $50.00
- Additional Disclosure Package Fee (Paper Format) $25.00
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: December 1, 2012

LAKE OF THE WOODS ASSOCIATION, INC.

By: [Signature]
Robert Shope, President

ATTEST:

I, as Secretary for Lake of the Woods Association, Inc., hereby attest that the foregoing Administrative Resolution 2012-16 was adopted by the Board of Directors at a duly-held and noticed Board of Directors meeting held on the 1 day of December, 2012.

[Signature]
Laurie Brown, Secretary