

**Stockbridge Condominium Unit Owners Association**  
**Policy Resolution Regarding Charges for**  
**Examination and Copying of Books and Records**

WHEREAS, the governing documents of Stockbridge Condominium Unit Owners Association give the Board of Directors of the Association all powers and duties necessary for the administration of the affairs of the Association; and

WHEREAS, effective July 1, 2012, Section 55-79.74:1(D) of the Virginia Condominium Act provides as follows:

- a. Prior to providing copies of any books and records on the request of a unit owner, an association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof;
- b. Charges may be imposed only in accordance with a cost schedule adopted by the Board of Directors; and
- c. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all unit owners in good standing, and (iii) be provided to such requesting unit owner at the time the request is made; and

WHEREAS, the Board of Directors desires to adopt a cost schedule in accordance with Section 55-79.74:1(D) of the Virginia Condominium Act;

It is therefore hereby RESOLVED as follows:

1. Prior to providing copies of any books and records on the request of a unit owner in good standing, the Association shall impose and collect the charges specified in the Cost Schedule attached to this Resolution (which may be amended from time to time) which reflects the reasonable costs of materials and labor and does not to exceed the actual costs thereof.
2. The Cost Schedule shall apply equally to all unit owners in good standing.
3. The Cost Schedule shall be provided to the unit owner making a request to examine and copy books and records at the time the request is made.
4. This Resolution shall be made reasonably available to all unit owners of the Association promptly after it is adopted.
5. This Resolution shall be effective August 1, 2012.

ADOPTED July 31, 2012.

BOARD OF DIRECTORS

Stockbridge Condominium Unit Owners  
Association

By: Brenda Ruddy  
President

Attest: Michelle R. Sandy  
Secretary

**Stockbridge Condominium Unit Owners Association**

**Cost Schedule**

for providing copies of any books and records on the request of a unit owner

Per hour cost of labor to retrieve and  
prepare documents for copying:

~~\$25.00/hour~~

\$75.00/hour effective 10/1/2018

Per page charge to scan or photocopy  
documents:

.15/page