

**UNIT OWNERS ASSOCIATION OF
WATER'S EDGE, A CONDOMINIUM
ADMINISTRATIVE RESOLUTION NO. 2012-01**

RECITALS:

WHEREAS, effective July 1, 2012, Va. Code Ann. § 55-79.74:1D as amended (1950) states:

D. Prior to providing copies of any books and records, the unit owners association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the executive organ in accordance with this subsection. 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.

NOW, THEREFORE, in accordance with the requirements of the Condominium Act, the Board of Directors adopts the following Schedule of Costs and Fees, attached hereto and incorporated herein by reference as **Exhibit A**, relating to a Unit Owner's request for copies of Association books and records in accordance with Va. Code Ann. § 55-79.74:1, as amended (1950).

The Effective Date of this Administrative Resolution is July 1, 2012.

This Administrative Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 10th day of July 2012, 2012.

**UNIT OWNERS ASSOCIATION OF WATER'S
EDGE, A CONDOMINIUM**

By: 

Herb Wolfe, President

By: 

Sarah Westbrook, Secretary

Exhibit A

Cost Schedule

Rate for Processing Costs (up to 2 hours): \$ 75 per hour
For each hour over 2 hours: \$ 75

Rate for Custodial Services Costs (up to 2 hours): \$ 75 per hour
For each hour over 2 hours: \$ 75

The charges shall be billed at 15 minute increments.

Copies shall be billed at a rate of \$.10 per page

Mailing costs shall be billed at any actual rate imposed by the U.S. Postal service for standard first class mailing, unless the Member requests an alternative mailing method, in which case all actual rates imposed by the requested carrier shall be billed directly through to the requesting party.