

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
ADMINISTRATIVE RESOLUTION No. 09-19-12**

**Policies and Procedures for Responding  
to Requests for Examination and Copying of Council Records**

WHEREAS, Section 55-79.74:1 of the Virginia Code requires the Fairlington Meadows Council of Co-Owners ("the Council") to provide its members who are in good standing with the Council the right to examine and copy certain Council records, subject to certain procedures approved by the Board of Directors; and

WHEREAS, if the Council wants to charge owners for copying and related charges for examination of the books, Section 55-79.74:1(D) of the Virginia Code requires the Council to adopt a policy adopting a cost schedule that: 1) specifies the charges for materials and labor; 2) applies equally to all members in good standing; and, 3) is provided to any member requesting to review and/or copy the Council's books and records at the time the request is made.

NOW, THEREFORE, it is hereby RESOLVED that the Board of Directors does adopt the following policies and procedures regarding the review and copying of the Council's books and records:

A. Record Keeping and Access to Records

1. Subject to certain exceptions set forth below, members shall have the right to examine and copy these books and records, provided that their membership is in good standing, which means they must not be more than thirty days delinquent in any payment due the Council and be compliant with all other responsibilities of membership.
2. In order to exercise these rights, members must complete the Request Form attached hereto as Exhibit B and must send it to the Council's management agent. After receipt of a completed Request Form, a Council representative shall review the form for completeness to ensure it meets all requirements for the right to review documents.
3. Upon receipt of the completed form, the Council shall estimate the costs associated with responding to the request, and then provide the member with the estimate within a reasonable period of time. An estimate shall include, but not be limited to, the labor costs of locating, assembling, duplicating, and supplying the records ("Processing Costs"), material costs related to copying, costs of mailing, and the labor costs related to the Council's management staff being present during an inspection of records ("Custodial Services Costs"). Before members are given copies or an appointment to review the records, members must pay the estimated



charges. Upon receipt of payment (or clearance of a personal check), the Council shall make an appointment for the member to review the documents at a mutually convenient time or shall provide the member with the requested copies within seven business days of receipt of the payment.

4. Whenever a member makes a written request to examine original Council records, the Council shall have a representative present during the member's review of the documents to serve as a custodian of the records and for the protection of the documents. The Council shall include the cost of this service in the estimate and may establish reasonable limitations on how long such examinations may last.
5. The member shall review the records at the management company's office or other agreed upon off-site location. The review shall not take place in a private residence nor in the Fairlington Meadows workshop.
6. After the rendering of services requested, the Council shall compare the estimate with the actual costs incurred by the Council, as set forth in the cost schedule attached hereto as Exhibit A. If the amount paid by the member exceeds the actual costs, the Council shall refund the difference to the member within ten business days. If the actual costs exceed the estimate, the Council shall notify the member and the member shall be obligated to pay the difference. The Council may withhold additional services and/or copies until it receives payment. Such charge shall be added to the member's account and shall be subject to collection in the same manner as assessments.

B. Exempt Records

The following records are exempt from the membership's right to examine and/or copy:

1. Personnel records related to a specific, identified employee;
2. Any documentation which relates to: a) a contract, lease and/or other commercial transactions currently under negotiation; b) pending or probable litigation; and c) matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the Condominium instruments, including any duly adopted rules and regulations;
3. Written communications to or from legal counsel that are protected under the attorney-client privilege of confidentiality;

4. Any records that any law prohibits the Council from providing to a third party;
5. Minutes and other records reviewed in an executive session of the Board of Directors or any other duly authorized committee or task force of the Council (collectively hereinafter referred to as "Committee");
6. Individual member files, other than those of the requesting member; and
7. Any drafts or other documents not yet approved by the Board of Directors for incorporation into the Council's books and records.

C. Requests of Minimal Time and Cost

If the Council concludes that a request submitted by a member involves a minimum amount of time and cost to the Council, it may waive any of the above requirements. For purposes of this Resolution, "minimal requests" may, but is not required, to include requests for copies of:

1. Approved minutes or highlights of the most recent meeting of the Board or membership meeting;
2. Approved minutes or highlights of the most recent meeting of any Committee;
3. The Council's current annual operating budget;
4. The Council's most current financial management report;
5. The Council's most recent annual audit;
6. The Council's most recent income tax forms; and
7. The file of the requesting member.

D. Miscellaneous

1. The Council shall not have any obligation to create documents in response to any member's request for records.
2. This Resolution does not apply to the records of individual Board or Committee members involved in the performance of their responsibilities or authorities.

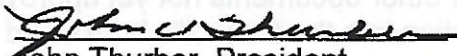


3. The Board shall have the right to amend the cost schedule attached hereto as Exhibit A and the Request Form attached hereto as Exhibit B without having to amend the entire Resolution.

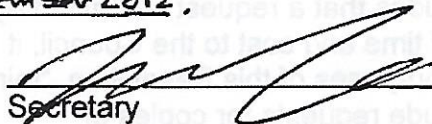
EFFECTIVE DATE OF RESOLUTION

The effective date of this Resolution shall be 19 September 2012.

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS

By:   
John Thurber, President

I hereby certify that this Resolution was duly adopted by the Board of Directors at a regular meeting on 19 September 2012.

  
Secretary

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**EXHIBIT A**

**COST SCHEDULE**

Rate for Processing Costs: \$50.00 per hour

Rate for Custodial Services Costs: \$50.00 per hour

The charges shall be billed at 15 minute increments.

Copies shall be billed at a rate of \$0.20 per page for black and white copies and \$1.00 per page for color copies.

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.

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
ADMINISTRATIVE RESOLUTION No. 09-19-12**

**RESOLUTION ACTION SHEET**

Resolution type: Administrative  
Subject: Policies and Procedures for Responding to Requests for Examination and Copying of Council Records

Duly adopted at a meeting of the Board of Directors held on 19 September 2012.

Motion by: John Thurber Seconded by: David Andrews

| VOTE:  | Yes                                 | No                       | Abstain                  | Absent                   |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <u>John Thurber</u><br>President                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>David R Andrews</u><br>1 <sup>st</sup> Vice President | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Virginia Walker</u><br>2 <sup>nd</sup> Vice President | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>[Signature]</u><br>Secretary                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>[Signature]</u><br>Treasurer                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attest:<br><u>[Signature]</u> Secretary                  |                                     |                          |                          |                          |

**EXHIBIT B**

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
REQUEST TO EXAMINE AND COPY BOOKS AND RECORDS**

MEMBER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I hereby request the Council to provide me with the right to examine and copy the books and records of the Council, subject to the procedures stated in Administrative Resolution No. 09-19-12.

1. The books and records that I wish to examine or copy are:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2. I certify that my request is not for commercial purposes or my personal financial gain. The purpose of my request is as follows:

3. Please state whether you wish to examine the Council's books and records at the management office: Yes \_\_\_\_\_; No \_\_\_\_\_. If you select "No", management agent will presume that you are seeking copies of the requested above.

4. I acknowledge that my rights to examine the Council's records are subject to the procedures set forth in Administrative Resolution 09-19-12, which, by this reference, is incorporated herein.

Member Signature

Date

\_\_\_\_\_

**Mail or Fax to:**  
Fairlington Meadows Council of Co-Owners  
c/o Community Management Corporation  
PO Box 10821, Chantilly, VA 20153  
Facsimile: (703) 631-9766