

COUNCIL OF CO-OWNERS OF FAIRLINGTON ARBOR CONDOMINIUM, INC.

ADMINISTRATIVE RESOLUTION 15 - 1

(Requests for Examination and Copying of the Council's Records)

WHEREAS, under Article IV Section 2 of the Council of Co-Owners of Fairlington Arbor Condominium, Inc. ("Council") Bylaws, the Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Council and may do all such acts and things as are not required by law, the Master Deed, or the By-Laws directed to be exercised and done by the Council's co-owners; and

WHEREAS, Section 55-79.41:1 of the Virginia Code obligates the Council to provide its co-owners who are in good standing with the Council with the right to examine and copy certain records of the Council, subject to certain procedures approved by the Board of Directors;

WHEREAS, the Board has decided that is in the best interest of the Council to adopt a written policy regarding the provision of records to its co-owners.

NOW, THEREFORE, BE IT RESOLVED:

A. Record Keeping and Access to Records

1. Acting on its own or through a managing agent, the Council shall prepare and keep, for a minimum of one (1) year, detailed books and records of receipts and expenditures affecting the operation and administration of the Council. With respect to all books, records and/or files relating to matters other than expenditures, the Council shall keep those books and records for such reasonable time periods as determined by the managing agent.
2. Subject to certain exceptions set forth below, co-owners shall have the right to examine and copy these books and records, provided that they are in Good Standing. Good Standing shall be defined to mean that a co-owner is current in the payment of assessments and any other financial obligation to the Council and compliant with all other responsibilities of ownership, including, but not limited to, maintenance of his or her unit in a condition that does not violate any term or provision of the Council's governing documents.
3. In order to exercise the rights described herein, the unit owner must complete the managing agent's record request form and file it with the Council's managing agent, or other duly appointed representative. After receipt of a filing, the Council's representative shall have the authority to review the form and make determinations as to its completeness and satisfaction of all requirements necessary to allow the Council to act upon the filing. If a form is not complete, the Council shall notify the co-owner of the deficiency, required corrective action,

and that no records shall be provided or made available until such corrective action is taken.

4. Upon receipt of a completed form and within a reasonable period of time, the Council shall provide the co-owner with the cost schedule attached hereto as Exhibit A, as well as an estimate on the costs associated with responding to the request. An estimate may include, but not be limited to, the costs of locating, duplicating, and supplying the records, which includes the cost of materials and labor. Prior to the Council performing any work related to the request, the unit owner must pay the estimated charges in advance. Upon receipt of payment (or clearance of a personal check), the Council shall make arrangements for a meeting at a mutually convenient time or provide the co-owner with copies of the requested records within five (5) days of receipt of the payment.
5. Whenever a co-owner makes a written request to examine original records, the Council shall have a member of its managing agent or the Board of Directors meet with the co-owner and serve as a custodian of the records for the protection of the documents. The Council will include the cost of this service in the estimate and may establish reasonable limitations on how long such meetings may last.
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. If the amount paid by the co-owner exceeds the actual costs, the Council shall promptly refund the difference to the co-owner. If the actual costs exceed the estimate, the Council shall notify the co-owner and the co-owner shall be obligated to pay the difference. The Council may withhold additional services and/or copies until it receives payment.

B. Exempt Records

The following records are exempt from the unit owner's right to examine and copy:

1. Personnel matters related to a specific, identified employee and person's medical records;
2. Any documentation which relates to a (i) contract, lease and other commercial transactions currently under negotiation; (ii) pending or probable litigation; (iii) matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the Council documents or rules and regulations;
3. Communications with legal counsel which are protected by the attorney-client privilege
4. Any records that any law prohibits the Council from providing to a 3rd party;

5. Minutes and other records reviewed in an executive session of the Board or Committee;
6. Individual co-owner files, other than those of the requesting co-owner;
7. Any drafts or other documents not yet approved by the Board 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 co-owner involves a nominal amount of time and cost to the Council, it may waive any of the above requirements. For purposes of this Resolution, "nominal requests" shall include requests for copies of:

1. Approved minutes or highlights of the most recent meeting of the Board of Directors or annual 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; and
6. The Council's most recent income tax forms.

D. Miscellaneous

1. The Council shall not have any obligation to create documents in response to any co-owner's request for records.
2. The Board shall have the right to amend the cost schedule attached hereto as Exhibit A without having to amend the entire resolution.

EFFECTIVE DATE OF RESOLUTION

The effective date of this Resolution shall be 4/15/2015.

I hereby certify that this Administrative Resolution was duly adopted by the Board of Directors at a regular meeting on 3/23/2015

Council of Co-Owners of Fairlington Arbor
Condominium, Inc.

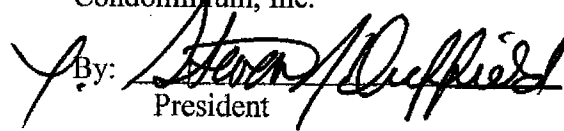
By: 
President

Exhibit A
Cost Schedule

Hourly rate for compilation
and copying of materials:

By management agent Administrative Staff - \$70.00/hour
By management agent Accounting Staff - \$70.00/hour
By Community Manager - \$115.00/hour
By management agent Vice President - \$165.00/hour
By management agent Chief Financial Officer - \$165.00/hour
By management agent Principals - \$295.00/hour

These charges shall be billed in fifteen (15) minute increments.

Copies shall be billed at a rate of \$0.10 per page

**These prices are in effect as of January 1, 2015
and are subject to change**

COUNCIL OF CO-OWNERS OF FAIRLINGTON ARBOR CONDOMINIUM, INC.

ADMINISTRATIVE RESOLUTION NO. 15-1

RESOLUTIONS ACTION RECORD

Duly adopted at a meeting of the Board of Directors held MARCH 23, 2015.

Motion by: JOE ANDY Seconded by: BILL GILLESPIE

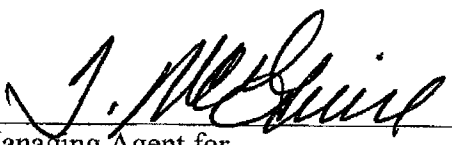
VOTE:	YES	NO	ABSTAIN	ABSENT
<u>STEVEN DUFFIELD</u>	_____	_____	_____	<input checked="" type="checkbox"/>
<u>BILL GILLESPIE</u>	<input checked="" type="checkbox"/>	_____	_____	_____
<u>JOE ANDY</u>	<input checked="" type="checkbox"/>	_____	_____	_____
<u>JOE REED</u>	<input checked="" type="checkbox"/>	_____	_____	_____
<u>CHRIS WALL</u>	<input checked="" type="checkbox"/>	_____	_____	_____

ATTEST: 
Secretary

3/23/15
Date

Resolution effective APRIL 15, 2015.

I hereby certify that the foregoing policy resolution was distributed to all lots within the Council this 1st day of April 2015.



Managing Agent for
Council of Co-Owners of Fairlington Arbor
Condominium, Inc.

