

STONE RIDGE ASSOCIATION, INC.

Administrative Resolution No. 8
Books and Records

(Regarding Policies and Procedures for Responding
to Requests for Inspection and Copy Association Records)

WHEREAS, the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Stone Ridge Association, Inc. (the “Declaration”), the Articles of Amendment and Restatement of Articles of Incorporation for Stone Ridge Association, Inc. (the “Articles”) and the Amended and Restated Bylaws for Stone Ridge Association, Inc. (the “Bylaws”), as amended, collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents and the Rules and Regulations of Stone Ridge Association, Inc. (the “Association”); and

WHEREAS, Article IV, Section 4.1 of the Bylaws of the Association states that the business and affairs of the Association shall be managed by the Board of Directors (“Board”) appointed by the Declarant or elected in accordance with the Articles of Incorporation and the Bylaws and that the Board shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by the Act or the Association Documents to be exercised and done by the members; and

WHEREAS, Article IV, Section 4.1 (4) and (6) of the Bylaws permit the Board to adopt and amend any reasonable rules and regulations not inconsistent with the Governing Documents, and to enforce the provisions of the Governing Documents, respectively; and

WHEREAS, Section 55-510 of the Virginia Property Owners Association Act (“Act”) provides that certain books and records of the Association must be made available for examination and copying by Members in good standing, and provides that, prior to providing copies of any books and records, the Association may require the Member to pay a charge to cover the costs of material and labor; and

WHEREAS, Section 55-510(D) of the Act, as amended and effective July 1, 2012, provides that charges for providing copies may be imposed only in accordance with a cost schedule adopted by the Board.

NOW THEREFORE, it is hereby **RESOLVED THAT** the following policies and procedures are hereby adopted:

A. **Record Keeping and Access to Records**

1. Acting on its own or through a managing agent, the Association shall keep detailed records of receipts and expenditures affecting the operation and administration of the Association. All financial books and records shall be kept in accordance with generally accepted accounting practices.

2. Subject to certain exceptions set forth below, all books and records kept by or on behalf of the Association shall be available for examination and copying by a member in good standing. Membership in good standing means they must be current in the payment of assessments and other duly levied charges and compliant with all other responsibilities of membership.
3. Prior to providing copies of any books and records to a Member in good standing, the 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 Board of Directors. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all lots owners in good standing and (iii) be provided to requesting Member at the time the request is made.
4. In order to exercise these rights, Members must complete the attached form and return to the Association office. After receipt of a request, an Association representative will review the form for completeness and satisfaction of requirements. The Association shall not provide the Member with any requested copies until or unless the Association receives from the Member payment in full of the applicable charge as calculated by the Association in accordance with the then current cost schedule specified in the attached Exhibit A
5. Whenever a Member makes a written request to examine original records in the management office, the Association will have a staff member meet with the Member and serve as a custodian of the records for the protection of the documents. The Association 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 request has been satisfied, the Association will compare the estimate with the actual costs incurred, as described in the cost schedule in the attached Exhibit A. If the amount paid by the member exceeds the actual costs, the Association shall promptly refund the difference to the member. If the actual costs exceed the estimate, the Association shall notify the member and the member shall be obligated to pay the difference.

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 or an employee's medical record;
2. Any documentation which relates to a (i) contract, lease and/or other commercial transactions to purchase or provide goods or services currently in 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 Association's governing documents or rules and regulations;

3. Written communications to or from legal counsel that are protected under the attorney-client privilege of confidentiality or the attorney work product doctrine;
4. Disclosure of information in violation of law;
5. Meeting minutes or other confidential records of an executive session of the Board of Directors or any other duly authorized committee;
6. Documentation, correspondence or management or board reports or any drafts thereof compiled for or on behalf of the Association or the Board by its agents or committees for consideration in executive session;
7. Individual Member files, other than those of the requesting lot owner;

C. Requests of Minimal Time and Cost

If the Association concludes that a request submitted by a member involves a minimum amount of time and cost, the Association may waive any of the above requirements. For purposes of this Resolution, "minimal requests" may include requests for copies of:

1. Approved minutes or highlights of the most recent meeting of the Board or Membership meeting;
2. Approved Committee minutes or highlights of the most recent meeting;
3. Current annual operating budget;
4. Current financial management report; and
5. Most recent annual audit.

D. Miscellaneous

1. This Resolution does not apply to the records of individual Board or Committee members involved in the performance of their responsibilities or authorities.
2. The Board shall have the right to amend the cost schedule attached hereto as Exhibit A without having to amend the entire Resolution.
3. On an annual basis or as otherwise needed, the Association may prepare and implement an updated Cost Schedule to replace the existing Cost Schedule attached as Exhibit A to this Resolution without having to amend the entire Resolution.

Stone Ridge Association, Inc.
Administrative Resolution No. 9
Exhibit A

Schedule of Costs and Fees (Books and Records)

The following schedule of costs and fees become effective July 1, 2012.

1. Copying Charges --

- a. In House Material Reproduction / Managing Agent
(Black and White Copying) -- \$0.05 per page
(Color Copying) -- \$0.10 per page
- b. If copy job sent to commercial copying service -- At Cost

2. Envelopes for Mailing and Mailing Labels

- a. #8 or #9 envelope with mailing label -- \$0.15
- b. Large mailer with mailing label -- \$0.15
- c. Boxes and Shipping Boxes -- At Cost

3. Personnel Charges -- Labor

- a. Administrative Staff / Managing Agent -- \$25.00 per hour
(1/4 hour minimum - \$6.25)

4. Delivery Charges

- a. First Class or Certified Mail (U.S. Postal Service) -- At Cost
- b. Courier (Vendor) -- At Cost
- c. Overnight Delivery Service (Vendor) -- At Cost
- d. Facsimile Transmission -- \$0.75 per page

Stone Ridge Association, Inc.
REQUEST TO INSPECT AND COPY BOOKS AND RECORDS

MEMBER NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE # _____ E-MAIL: _____

Pursuant to the provisions of Section 55-510 of the Virginia Property Owners Association Act, I hereby request that Stone Ridge Association, Inc. ("Association") provide access to examine and copy the books and records of the Corporation, subject to the procedures stated in Administrative Resolution No. 8.

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

A. _____

B. _____

C. _____

Do you wish to *inspect* the documents listed above? Yes _____ No _____

Do you wish *copies* of the documents listed above? Yes _____ No _____

2. I certify that my request to inspect the listed books and records is not for commercial purposes or my personal financial gain. *The purpose of my request is as follows:*

3. I acknowledge that my rights to examine the Association's records are subject to the procedures set forth in Administrative Resolution No. 8, which, by this reference, is incorporated herein.

4. I understand that: (a) the Association has up to 10 days to produce the requested documents for inspection, (b) the inspection of the records will take place at the Association office or other agreed upon location during regular business hours and (c) I may request photocopies of any document inspected at a cost specified in Exhibit A.

Member Signature _____ Date _____

**STONE RIDGE ASSOCIATION, INC.
Resolution Action Record**

Administrative Resolution No. 8

Resolution Type: Administrative Pertaining to: Books and Records

Duly adopted at a meeting of the Board of Directors held June 19, 2012.

Motion by: MR McIntosh

Seconded by: MR Rhodes

VOTE

	YES	NO	ABSTAIN	ABSENT
<u>Ms. Harrover, President</u>	<u>X</u>	_____	_____	_____
<u>Mr. Deal, Vice President</u>	<u>X</u>	_____	_____	_____
<u>Ms. Conner, Secretary</u>	<u>X</u>	_____	_____	_____
<u>Mr. Rhodes, Treasurer</u>	<u>X</u>	_____	_____	_____
<u>Mr. McIntosh, Director</u>	<u>X</u>	_____	_____	_____
<u>Mr. Gorli, Director</u>	<u>X</u>	_____	_____	_____
<u>Mr. Sye, Director</u>	_____	_____	_____	<u>X</u>

Resolution Effective Date: July 1, 2012

ATTEST: I hereby certify that a vote was duly taken and the Board of Directors adopted the above Resolution on the 19th day of JUNE, 2012.

Beverley Conner
Beverley Conner, Secretary

7/17/12
Date

Book of Minutes No. 2

Meeting No. 80