

**HILLSDALE COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2012- 3**

RECITALS:

WHEREAS, Article X of the Bylaws of Hillsdale Community Association provides in part that the books, records, and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member, and that copies may be purchased by any member at a reasonable cost; and,

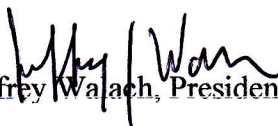
WHEREAS, Section 55-510.D of the Virginia Property Owners' Association Act states:

D. Prior to providing copies of any books and records to a member in good standing under this section, 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 in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.

NOW, THEREFORE, 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 Member's request for to inspect and copy of books, records and papers of the Association.

The Effective Date of this Administrative Resolution is Aug 23 2012

HILLSDALE COMMUNITY ASSOCIATION

By: 
Jeffrey Walach, President

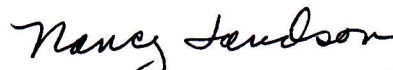
By: 
NANCY LANDSON, Secretary

EXHIBIT "A"
HILLSDALE COMMUNITY ASSOCIATION
Schedule of Costs and Fees
(Books and Records)

1. Copying Charges –

- a. In House Material Reproduction / Managing Agent -- \$0.10 per page
- b. Copy of Condominium Instruments/ Vendor -- At Cost
- c. 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 -- \$0.42
- c. Boxes and Shipping Boxes -- At Cost

3. Personnel Charges – Labor

- a. Officer or Director/ Managing Agent -- \$120.00 per hour
- b. Accounting Staff / Managing Agent -- \$ 85.00 per hour
- c. Community Manager / Managing Agent -- \$ 65.00 per hour
- d. Event Director/ Managing Agent -- \$ 65.00 per hour
- e. Administrative Staff / Managing Agent -- \$ 45.00 per hour

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
- e. Electronic Format -- _____

This Schedule of Costs and Fees is effective Aug 23, 2012.