

**Brandermill Community Association, Inc. (the “Association”) Policy
for Records Inspections and Cost Schedule**

Adopted by the Board of Directors of the Association on: August 15, 2022

1. In accordance with Virginia Code Section 55.1-1815(E), prior to providing copies of any books and records to a member of the Association who requests the same in accordance with the provisions of Virginia Code Sections 55.1-1815 and 13.1-801 *et seq.*, as amended, the Association shall impose and collect a charge for both of the following:
 - a. for the labor costs associated with the Association’s agents complying with such copying and production:
 - i. \$15 per hour
 - b. for the cost of materials, .05 cents per page, for the cost of black and white copies, and \$1.00 per page, for the cost of color copies. Copies of documents larger in width and/or length than standard (8 ½ x 11) copy paper and/or legal-sized paper shall be charged at a rate of .75 cents per page.
2. Pursuant to Virginia Code Section 55.1-1815(B), requests for examination and copying of books and records kept by or on behalf of the Association, pursuant to Virginia Code Section 55.1-1815, may only be made by members in good standing or their authorized agent(s).
3. Pursuant to Virginia Code Section 55.1-1815(B), requests for examination and copying of books and records kept by or on behalf of the Association, pursuant to Virginia Code Section 55.1-1815, must be made for a proper purpose related to the requesting member’s membership in the Association.
4. Books and records kept by or on behalf of the Association may be withheld from inspection and copying for the reasons set forth in Virginia Code Section 55.1-1815(C)(1)-(9).
5. Pursuant to Virginia Code Section 55.1-1815(B)(2), a requesting member’s right of examination of books and records kept by or on behalf of the Association, pursuant to Virginia Code Section 55.1-1815, may only be exercised during reasonable business hours or at a mutually convenient time and location.
6. This cost schedule shall apply equally to all members of the Association in good standing and shall be provided to a requesting member at the time a request is made.
7. The Association may offer the requesting member a request form to complete (the “Request Form”). The Request Form may provide blanks for the requesting member to (i) describe the books and records, kept by or on behalf of the Association, that such requesting member seeks to inspect and/or copy, and (ii) state the purpose for such request. The completion of the Request Form by the requesting member is not required (provided, however, the requesting member must otherwise comply with all of the requirements of Virginia law relating to the request). The Association may modify the Request Form, in its discretion, from time to time.

Books and Records Request

In accordance with the Virginia Property Owners’ Association Act (the “POAA”), the Brandermill Community Association, Inc. (the “Association” or “BCA”) will undertake the task of providing a member of the Association, in good standing, and who meets all other requirements of Virginia law and any policies and cost schedule adopted

by the Association, with copies of certain Association books and records as required by law and which are consistent with the Association's responsibility under the "POAA", Virginia Code Section 55.1-1815.

I, , a member in good standing, (no active covenant violations, and up to date on paid assessments) hereby officially request that the Association provide the following books and records, within 5 business days of receipt of this official request.

- 1.
- 2.
- 3.

Pursuant to Virginia Code Section 55.1-1815, the purpose for the request (which, by law, must be a "proper purpose related to" your "membership in the [A]ssociation") is the following:

Contact information:

Property Address:

Phone Number:

E-mail address:

Method of delivery (choose one):

E-mail (Leave blank if same as above):

Pick-up from the BCA office during normal business hours, Monday through Friday, 8AM to 5PM.

Signed: Date:

Office use only

Date received by Association: _Staff member receiving request: _Staff member assigned to request:

Member in Good Standing:

Date response/documents due to member (5 business days from receipt of request):

Date member notified of response/documents to be retrieved: _Date response/documents provided to member: