

# BOOKS & RECORDS POLICY RESOLUTION

**Sugarland Run Homeowners Association, Inc.**

**Policy Resolution Regarding Charges for Examination and Copying of  
Books and Records of the Association**

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of Sugarland Run Homeowners Association, Inc. (the "Declaration"), the By-Laws of Sugarland Run Homeowners Association, Inc. (the "By-Laws") and the Articles of Incorporation of Sugarland Run Homeowners Association, Inc. (the "Articles of Incorporation"), as amended, collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents and the rules and regulations of the Association; and

WHEREAS, Section 55-513 of the Property Owners' Association Act (the "POAA") and Article VI of the By-Laws permit the Board of Directors of the Association (the "Board") to establish and adopt rules and regulations to govern the Association; and

WHEREAS, Section 55-510 of the POAA provides that the Association may impose reasonable charges for materials and labor necessary to fulfill requests made by members in good standing of the Association for copies of the Association's books and records; and

WHEREAS, Section 55-510 of the POAA requires the Board to establish a schedule of charges for such requests made by members in good standing of the Association;

NOW THEREFORE, it is hereby RESOLVED THAT the Board duly adopts the following schedule of charges and costs for requests for copies of books and records maintained by the Association:

**I. Hourly Rates**

- A. Hourly rate for copying of materials (up to two hours): \$25.00 per hour
- B. Hourly rate for copying of materials (each hour over two hours): \$35.00 per hour
- C. Hourly rate for serving as custodian of records (up to two hours): \$25.00 per hour
- D. Hourly rate for serving as custodian of records (each hour over two hours): \$35.00 per hour

Hourly rates shall be billed in increments of one-quarter of an hour.

**II. Costs**

- A. Copies shall be billed at the rate of \$0.15 per page.

The effective date of this Resolution is July 1, 2012.

The Board directs that this Policy Resolution Regarding Charges for Examination and Copying of Books and Records of the Association shall be reasonably published or distributed to the Owners of the Association.

Board of Directors of  
Sugarland Run Homeowners Association, Inc.

By: \_\_\_\_\_

President

Attest: \_\_\_\_\_

Secretary