

**FOREST RIDGE HOMEOWNERS ASSOCIATION
RECORDS RETENTION AND ACCESS
POLICY RESOLUTION 2012-2**

WHEREAS, pursuant to Section 55-510 (A) of the Virginia Code, the Virginia Common Interest Community Board ("CICB") has promulgated final regulations imposing a requirement that each common interest community (including condominiums, property owners' associations and cooperatives) keep detailed records of receipts and expenditures affecting the operation and administration of the association and that those records be kept in accordance with general accounting procedures.

WHEREAS, pursuant to Section 55-510(B) of the Virginia Code, the Virginia Common Interest Community Board ("CICB") has promulgated final regulations imposing a requirement that each common interest community (including condominiums, property owners' associations and cooperatives) make available to its membership all books and records kept by or on behalf of the organization for examination and copying.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Forest Ridge Homeowners Association ("Association"), acting through its Board of Directors, hereby adopts and establishes the following procedures for maintaining and releasing its books and records:

- A. Definitions: Unless otherwise defined in this Resolution, the words, terms or phrases used in this Resolution shall have the same meanings as defined in the CICB regulations and/or in the Association's recorded covenants.
 - 1) Member: The owner of any lot currently in good standing (all dues, fines, and fees paid and current at the time of the request)
 - 2) Administration Manager: The Director, volunteer, or employee acting on the Board's behalf to manage administrative matters for the Association
- B. Record Keeping: The Association shall keep books and records pertaining to the administration and operation of the Association including
 - 1) Minutes of all Regular, Special, and Annual Meetings of the Board, excluding any records of Executive Sessions.
 - i. These records shall be kept for as long as the Association is active and may be kept in hard-copy or electronic format.
 - 2) Minutes of all Hearings of the Architectural Control Committee
 - i. These records shall be kept for as long as the Association is active and may be kept in hard copy or electronic format.
 - 3) Governing Documents.
 - i. Copies of the Association's Governing Documents, including the Articles of Incorporation, Declaration of Covenants, and By-Laws will be kept as long as the Association is active and may be kept in hard copy or electronic format.
 - 4) Resolutions.
 - i. Copies of adopted Resolutions will be kept as long as the Association is active and may be kept in hard copy or electronic format.
 - 5) Copies of all letters sent to members regarding violations of Architectural Covenants beyond the First Official Notice level.

- i. These records will be kept in the Associations "Lot Files" until the property sells and a new owner is recorded.
 - 6) Copies of all approved and denied Architectural Control Change Requests.
 - i. These records will be kept in the Association's Lot Files for as long as the Association is active and may be kept in hard copy or electronic format.
 - 7) Copies of Resale Certificates included in Resale Disclosure Packets, Returned Disclosure Notices, Requests and Receipts for Resale Disclosure Packets.
 - i. These records will be kept in the Association's Lot Files for as long as the Association is active and may be kept in hard copy or electronic format.
 - 8) Copies of Association Newsletters.
 - i. These records will be kept for as long as the Association is active and may be kept in hard copy or electronic format.
 - 9) Membership Listing.
 - i. A current listing of the membership will be kept by the Association at all times in either hard copy or electronic format.
 - 10) Financial Records
 - i. Records of budgets, income, and expenditures (including any salaries) shall be kept for seven years (IAW general accounting procedures) and may be kept in hard copy or electronic format.
- C. Access to Records. All members of the Association in good standing may request to review the Association's records by completing a Records Request Form and submitting it to the Secretary. The right of review by members exists without reference to the duration of membership and may be exercised only during regular business hours and at a mutually agreed upon time and location.
 - 1) The Secretary will make the records available for review at an agreed upon place and time within five days of the receipt of the properly completed request form.
 - 2) Records available for member review include:
 - i. All books and records mentioned in Section B
 - ii. The actual salaries of the six highest compensated employees of the Association earning over \$75,000 and aggregate salary information of all other employees
 - 3) Exceptions include:
 - i. Members may not review any Lot Files nor their contents, except their own.
 - ii. Personnel records relating to specific, identified persons or a person's medical records.
 - iii. Contracts, leases, and other commercial transactions to purchase or provide goods or services currently in or under negotiation.
 - iv. Pending or probable litigation. Pending litigation means those instances where there has been a specific threat of litigation from a party or the legal counsel of the party.
 - v. Matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the Association documents or rules and regulations promulgated pursuant to Section 55-513 of Virginia Code, the Virginia Common Interest Community Board.
 - vi. Communications with legal counsel that relate to subdivisions i-v or that are protected by the attorney-client privilege or the attorney work product doctrine.
 - vii. Disclosure of information in violation of law.

- viii. Meeting minutes or other confidential records of an executive session of the Board of Directors held in accordance with Subsection C of Section 55-510.1 of the Virginia Code, the Virginia Common Interest Community Board.
- ix. Documentation, correspondence, or management or Board reports compiled for or on behalf of the Association or the Board by its agents or committees for consideration by the Board in executive session OR
- x. Individual unit owner or member files, other than those of the requesting lot owner, including any individual lot owner's or member's files kept by or on behalf of the Association

D. Copies of Records: Prior to providing copies of any books or records to a member in good standing in accordance with this Resolution, the Association may impose a charge as indicated in the table below.

E. All books and records of the Association, including individual salary information of all employees and payments to independent contractors, shall be available for examination and copying upon request by a member of the Board of Directors in the discharge of his duties as a director.

TABLE OF COSTS FOR COPIES OF ASSOCIATION RECORDS

TYPE OF RECORD*	AVAILABLE TO*	HARD COPY COST	COMMENT
Board Mtg Minutes	All FRHOA Members	\$0.50 per page	Electronic copies available at no cost**
FRHOA Newsletters	All FRHOA Members	\$0.50 per page	Electronic copies available at no cost**
Financial Records	All FRHOA Members	\$0.50 per page	Electronic copies available at no cost**
Membership Listing	All FRHOA Members	\$0.50 per page	Electronic copies available at no cost**
ACC Violation Documentation and Hearing Minutes	Owner of lot for which information is requested	\$1.00 per page	Electronic copies available at no cost**
Resale Certificates, Signed Disclosure Notices, Requests & Receipts	Owner of lot for which information is requested	\$1.00 per page	Electronic copies available at no cost**
Resolutions	All FRHOA Members	\$0.50 per page	Electronic copies available at no cost**
Lot Records	Owner of lot for which information is requested	\$1.00 per page	
Special Requests (specific reports or data collection)	To Be Determined by President	\$10/hr for research + \$0.50 per page	

* Exceptions apply as outlined in this Resolution

**Electronic copies do not normally include signatures

Forest Ridge Homeowners Association

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 2012-2

Pertaining to: Records Retention and Access

Duly adopted by the Board of Directors of the Association on September 6, 2012.

Motion by: Jane Garrett

Seconded by: Lisa Gardner

NAME	TITLE	YES	NO	ABSTAIN	ABSENT
Bill Brindley <i>Bill Brindley</i>	Director	✓			
Garvin Davenport <i>Garvin Davenport</i>	Director, President	✓			
David Evans	Director				
Lisa Gardner <i>Lisa Gardner</i>	Director	✓			
Jane Garrett <i>Jane Garrett</i>	Director	✓			
Pat Holliday <i>Pat Holliday</i>	Director	✓			
Jim Moseley <i>James W. Moseley</i>	Director	✓			
Milt Settar <i>Milton E. Settar</i>	Director	✓			
Vacant	Director				

Attest: *Maureen Snow* (Secretary)

Date: 9/6/2012

Resolution effective as of date of adoption.