

**HICKORY CLUSTER ASSOCIATION****TYPE: General****RE-ADOPTED: April 19, 2017****Resolution #9****BOOK OF RESOLUTIONS****Access to Cluster Records**

WHEREAS, Article IV, Section 1, of the Bylaws states "the affairs of the corporation shall be managed by its directors." Therefore, the Board of Directors may do all such acts and things except as by law, by the Virginia Property Owners Association Act, by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Lot Owners.

**NOW THEREFORE, BE IT RESOLVED THAT:**

Homeowners have a right to inspect and review all records of the Association on file with the Management Agent. These documents are available to any homeowner through the procedures described below:

1. Homeowners must request, in writing, to review Association documents and/or to obtain copies of Association documents.
2. Requests must indicate the documents or range of documents to be inspected and allow up to five days to conduct a review meeting or to identify, copy, and send copied documents.
3. Upon receipt of a request, the Association's Management Agent will acknowledge the request, suggest reasonable times at which the requested material may be reviewed, and/or state the terms for copying and mailing the requested material. If this communication must be conducted through the mail and/or requires a response by the requestor, the transit time for the mail and the response time taken by the requestor will not count toward the five days by which the documents must be made available.
4. The rate for copying/reproducing documents will be equal to the rate charged the Association by the Management Agent, payable by the requestor.
5. If copies of documents are requested, the Association's Management Agent will provide a written estimate of the cost and the schedule to make copies of the requested documents. If the estimated costs are greater than \$15, payment is needed from the homeowner to the Management Agent prior to the copying and sending of the documents. If the estimated costs are less than or equal to \$15, the Management Agent will proceed on the assumption the homeowner will reimburse the Association.
6. If reviewing documents, the homeowner(s) will make the inspections at the offices of the Association's Management Agent, under the coordination and supervision of Management Agent's staff. Homeowners may not leave the premises with original Association documents.

HICKORY CLUSTER ASSOCIATION

TYPE: General

DATE ADOPTED: November 18, 1998

Resolution #9

BOOK OF RESOLUTIONS

Access to Cluster Records

HCA President \_\_\_\_\_ Date \_\_\_\_\_

HCA Secretary Chris Freeman \_\_\_\_\_ Date 11/18/98

**HCA Board:**

- David Keever                      President
- Sibylle Schumann              Vice President
- Chris Freeman                  Secretary
- Robert Laird
- Richard Speier
- Larry Stipek
- Kevin Wolcott

**Administrative Note:**  
 Board President, David Keever, joined the November 18, 1998 board meeting via conference call. He expects to return from his business trip by Monday, November 23, and will affix his signature to these documents at that time.