

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
CHIMNEY HILL COMMUNITY ASSOCIATION**

**POLICY RESOLUTION RELATING TO RECORDS REQUESTS  
AND COST SCHEDULE**

At a regular meeting of the Board of Directors of Chimney Hill Community Association which was held on the 19 day of JULY, 2022, the Board did hereby unanimously adopt the following Resolution:

**WHEREAS**, Chimney Hill Community Association ("*Chimney Hill*") was created by Declaration on October 8, 1980, which was recorded in the land records for the city of Virginia Beach, at Deed Book 2055, Page 140, et seq.; and

**WHEREAS**, Chimney Hill established Bylaws, which provide for the governance of the Association; and

**WHEREAS**, all Lot Owners are deemed members of Chimney Hill Community Association ("*Association*") pursuant to Article VI, Section 1 of the Declaration and Bylaws and are subject to obey all of the Declaration, Bylaws, Rules and Regulations of said Association by virtue of Virginia Code § 55.1-1828; and

**WHEREAS**, pursuant to Virginia Code § 55.1-1850, Owners in good standing are permitted to inspect, review, and copy certain books and records held by the Association; and

**WHEREAS**, pursuant to Virginia Code § 55.1-1850(D), the Association may impose and collect a charge reflecting the reasonable costs of materials and labor incurred when providing copies of any books and records under the Code Section; and

**WHEREAS**, pursuant to Virginia Code § 55.1-1850(E), the Association may only impose and collect such charges in accordance with a cost schedule adopted by the executive organ of the Association; and

**NOW THEREFORE, BE IT RESOLVED**, that the following records request policy and cost schedule is herein adopted by the Board of Directors pursuant to Virginia Code § 55.1-1850:

**RECORDS REQUEST POLICY**

- 1) Prior to making any request to review and copy records, the Association shall confirm whether the homeowner is in "good standing." A homeowner in "good standing" shall be defined as a member a) whose assessments are up-to date or b) whose property has no pending or known violations.
- 2) Once the homeowner's status has been determined pursuant to section 1 above, the homeowner must fully complete and submit the attached "records request form" to the Association's management office. Any form not properly submitted will be rejected and returned to the homeowner for correction before records may be reviewed or copied.

- 3) The owner will be provided an estimate of costs for materials and labor as set forth in the cost schedule section, which must be paid prior to reviewing and receiving copies of any records.

**COST SCHEDULE**

Copies of		
Governing Documents	\$	125.00
Individual Member Files	\$	.12 per page
Other records permitted by law	\$	.12 per page
Management Services/Time	\$	50.00 per hour
Condo Questionnaire	\$	25.00
Postage	AT COST	

***The Board of Directors reserves the right to amend the aforementioned records request policy and cost-schedule, from time to time, as deemed necessary.***

ADOPTED, executed and deemed effective by the Board of Directors for Chimney Hill Community Association this 19 day of July, 2022

BY: Steven M Wilke  
President

ATTEST: Deborah L. Batakis  
Secretary

COMMONWEALTH OF VIRGINIA  
CITY OF Virginia Beach TO WIT:

I, Elena A. Cooper, a Notary Public in and for the City aforesaid, in the Commonwealth of Virginia, do hereby certify that Steven M. Wilke, President of The Chimney Hill Community Association whose named is signed to the above resolution bearing date on the 19<sup>th</sup> day of July, 2022 has acknowledged the same before me in my City aforesaid.

Given under my hand this 19<sup>th</sup> day of July, 2022



Elena A. Cooper  
NOTARY PUBLIC

My commission expires  
My notary number is

COMMONWEALTH OF VIRGINIA  
CITY OF Virginia Beach TO WIT:

I, Elena A. Cooper, a Notary Public in and for the City aforesaid, in the Commonwealth of Virginia, do hereby certify that Deborah L. Batakis, secretary of Chimney Hill Community Association whose named is signed to the above resolution bearing date on the 19<sup>th</sup> day of July, 2022 has acknowledged the same before me in my City aforesaid.

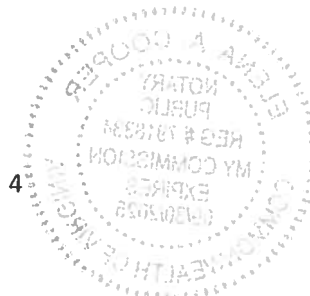
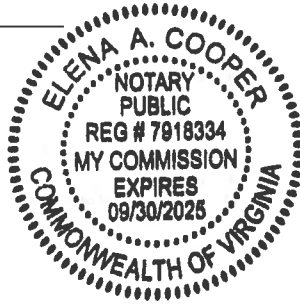
Given under my hand this 19<sup>th</sup> day of July, 2022



Elena A. Cooper  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

My notary number is: \_\_\_\_\_



THOMAS, ADAMS AND ASSOCIATES,  
P.C.  
4176 S, PLAZA TRAIL  
SUITE 12B  
VIRGINIA BEACH, VA 23452  
(757) 491-4141  
(757) 491-2253

**RECORDS REQUEST FORM**

Name \_\_\_\_\_

Property Address \_\_\_\_\_

Proposed Date and Time to Inspect \_\_\_\_\_ OR

If you are seeking only copies, please check the following box:  REQUESTING COPIES ONLY

Records requested (please be as specific as possible):

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Purpose of Request:

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FOR INTERNAL USE ONLY

Payment of homeowner assessments are current    YES     NO

Property is NOT in violation                                    YES     NO

Estimated Cost of Materials and Labor                    \$ \_\_\_\_\_

REQUEST FOR RECORDS IS APPROVED \_\_\_\_\_

REQUEST FOR RECORDS IS REJECTED FOR THE FOLLOWING REASONS:

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