

Resolution of the Board of Directors #3B
Pinewood Greens Homeowners Association
Meeting Notification and Access to Meeting Materials
Under Section 55.510 of the Code of Virginia

Effective January 1, 2013

Whereas, pursuant to Section 55. 510.1 of the Code of Virginia, the Board of Directors of Pinewood Greens Homeowner Association (the Association) must publish dates, times, and places for all meetings of the Board of Directors, any subcommittee, or any other committee of the Board of Directors,

Whereas, pursuant to Section 55.510.F of the Cost of Virginia, draft minutes of the Board of Directors meetings must be open for inspection and copying within 1) 60 days from the conclusion of the meeting to which such minutes appertain or 2) when such minutes are distributed to Board members as part of an agenda packet for the next meeting of the Board of Directors, whichever occurs first,

IT IS THEREFORE RESOLVED AS FOLLOWS:

Section I. Notification of Board of Directors Meetings

- A. A schedule notifying owners of the time, date, and place of the Board of Directors meetings will be published with the first quarter notice of assessments.
- B. Notice, reasonable under the circumstances, of changes in the dates of Board of Directors meetings, or for special or emergency meetings, will be published on the Association website contemporaneously with the scheduling or rescheduling of the meeting.
- C. Notice of this policy referring owners and residents to the Association website for dates/times/places of Board of Directors meetings will be published by the following means:
 - 1. First quarter notice of assessments
 - 2. The Pinewood Bark
 - 3. All quarterly statements

Section II. Notification of Committee Meetings

- A. Notices of the time, date, and place of the Architectural Control Committee, Maintenance Committee, Pool Committee, and Parking Committee will be published on the Association website contemporaneously with the scheduling of the meeting.
- B. Notice, reasonable under the circumstances, of changes in the dates of committee meetings, or for special or emergency meetings, will be published on the Association website contemporaneously with the scheduling or rescheduling of the meeting.
- C. Notice of this policy referring owners and residents to the Association website for dates/times/places of committee meetings will be published by the following means:
 - 1. First quarter notice of assessments
 - 2. The Pinewood Bark

3. All quarterly statements

Section III. Access to Board of Directors and Committee Meeting Minutes and Materials

- A. Draft minutes of the Board of Directors meetings as well as committee meeting will open for inspection and copying within 60 days from the conclusion of the meeting to which such minutes appertain, or when such minutes are distributed to Board or committee members as part of the agenda package for the next meeting of the Board or committee, whichever occurs first.
- B. Copies of meeting agendas as well as meeting materials will be available to members contemporaneously with the date of availability to the Board of Directors or the committee.

Board of Directors of
Pinewood Greens Homeowners' Association

By

President

Attest:

Officer of the Association