

# **Pinewood Greens Homeowners Association Fiscal Policies and Procedures**

## **Resolution #3F Schedule of Charges, Costs, and Reimbursements**

**Effective February 1, 2013**

**Whereas**, Section 55-510 (D) of the Virginia Property Owners Association Act (the VPOAA) provides that, prior to providing copies of any books and records to an Association member in good standing, the Association may impose and collect a charge for the reasonable costs of materials and labor, and

**Whereas**, the Board of Directors of Pinewood Greens Homeowners Association (the Association) desires to adopt a schedule of charges, costs, and reimbursements in accordance with Section 55-510(D) of the VPOAA.

### **IT IS THEREFORE RESOLVED AS FOLLOWS:**

#### **Section I. General Provisions**

1. Prior to providing copies of any books and records on the request of a member in good standing, the Association shall impose and collect the charges specified in the Schedule of Charges, Costs, and Reimbursements included in this Resolution, which reflects the reasonable costs of materials and labor and does not to exceed the actual costs thereof.

2. The Schedule of Charges, Costs, and Reimbursements shall apply equally to all members in good standing.

3. The Schedule of Charges, Costs, and Reimbursements shall be posted on the Association website ([www.pinewoodgreens.com](http://www.pinewoodgreens.com)) and shall be provided to the member making a request to examine and copy books and records at the time the request is made.

#### **Section II. Homeowner Document Package Cost**

A flat fee of twenty-five dollars (\$25.00) will be charged by the Association for disbursement of a printed homeowner document package to cover the cost of materials and labor. This package consists of Pinewood Greens Homeowners Association Declaration of Covenants, Conditions, and Restrictions, By-Laws, the Articles of Incorporation, Architectural and Maintenance Standards, the Rules for the Use of the Pool, the Rules for the Use of Common Property Parking, the Rules for the Use of the Playgrounds and Common Property, and all other rules adopted pursuant to the Declaration of Covenants, Conditions, and Restrictions.

All documents in the homeowner document package are available at no cost at [www.pinewoodgreens.com](http://www.pinewoodgreens.com).

#### **Section III. VPOAA Resale Disclosure Document Package Cost**

Charges for the preparation and delivery of a Resale Disclosure Packet, as required by Section 55-509 of the Virginia Property Owners Association Act, are listed below:

Initial delivery of Resale Disclosure Packet (for up to two hard copies)	\$150
Cost for expediting packet	\$ 50
Cost for additional hard copies	\$ 25 per copy
Cost for courier or overnight delivery	Actual charges
Cost for Resale Disclosure packet update within 12 months	\$ 50
Cost for financial update requested by settlement agent	\$ 50
Cost for reinspection requested by purchaser	\$100
Post closing transfer fee	\$ 50

#### **Section IV. Returned Check Charge**

If the Association receives a check from an owner that fails to clear the owner's personal banking account, the Association will charge the owner a returned check fee of fifty dollars (\$50.00) or the maximum amount permitted by law, whichever is greater.

If the Association receives from any owner, in any calendar year, two or more returned checks for payment of a Quarterly Assessment, all future payments for the next 12 months may be required to be made by certified check, cashier's check, money order, or cash.

#### **Section V. Lender Document Package (PUD Form) Cost**

A forty dollar (\$40) fee will be charged by the Association for disbursement of a Lender's Document Package that requires no more than two (2) pages. Each additional page will be twenty-five dollars (\$25). If a twenty-four hour rush is requested, then an additional charge of twenty-five dollars (\$25) will be charged.

#### **Section VI. Post Closing (Transfer) Cost**

A fifty dollar (\$50) post closing (transfer) fee will be charged and collected at settlement for the purpose of establishing the purchaser as the Owner of the Lot in the records of the Association.

#### **Section VII. Pool Guest Costs**

10 swim guest pass	\$10 (good for 10 swim days for one person)
Weekend guest fees	\$ 2 per person (good for swim all day)
Weekday guest fees	\$ 1 per person (good for swim all day)

#### **Section VIII. Bark Advertisements**

Whole page	\$50
Half page	\$25
Quarter page	\$15
Bulletin Board	\$ 2

#### **Section IX. Use of the Community Center Costs**

Rental Fee	\$225
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Security Deposit \$250

**Section X. Photocopying Costs**

Labor Charges \$20 per hour  
Per page charges 2 cents per page additional  
fee

**Section XI. Reimbursement for Expenses**

Association staff, Board of Directors members, and committee members must provide a written sales receipt for reimbursement of any purchase made on behalf of Pinewood Greens Homeowners Association.

**Section XII. Reimbursement for Child Care Expenses**

If any member of the Board or any committee member appointed (as recorded in the minutes) by the Board of Directors requires child care to allow attendance of Board of Directors meetings or meetings of Association committee meetings, a reimbursement of \$10 per hour up to a maximum of \$40 is available. The Board member or the committee member must provide a written receipt for child care services.

**Section XIII. Mileage Reimbursement**

Association staff may be reimbursed for mileage expenses incurred while performing Pinewood Greens tasks. To minimize staff hours required for bookkeeping of mileage usage, staff may be reimbursed up to \$200 per year without submitting mileage usage records. If staff requests mileage reimbursement over \$200 in any fiscal year, records must be submitted.

Adopted by

Board of Directors of  
Pinewood Greens Homeowners Association

By

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Member of the Board

\_\_\_\_\_  
Date