

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION
RECORDS PRODUCTION POLICY AND FEE SCHEDULE

1. REQUESTS

All requests from Owners must be in writing and sent by certified mail, return receipt requested. The request must identify the records to be inspected or produced and whether copies of same are required and the preferred format.

2. RESPONSE

The POA will respond within 10 business days from receipt of the request. This response will state:

- (a) when and where the records may be inspected;
- (b) provide the copies requested; or
- (c) inform the owner that 10 days is insufficient and provide another date within 15 days, when the records will be available.

3. CONFIDENTIALITY

Certain records will remain confidential, including attorney's files and communications, invoices for attorney's fees, unless they were assessed to the requesting owner, violation histories of owners, owners' personal financial information, owners' personal contact information and personnel files.

4. FEES

If the request is voluminous, payment from the owner for the copies will be required in advance. Fees shall be assessed pursuant to the following schedule:

Copies:	\$0.18 per Page
CD:	\$1.00, plus reproduction fees;
Labor:	\$15 per hour, billed in ½ hour increments; and Postage and mailing materials at actual cost

If the fees are not assessed in advance the requesting owner will be billed. If the charges are not paid within thirty (30) days, the unpaid amount shall be added to the requesting owner's account.

This Records Production Policy was adopted by the Board of Directors on September 20, 2011 and shall be effective on January 1, 2012.

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION

CERTIFICATION

I, the undersigned, being the President of Williamsburg Settlement Maintenance Association (WSMA), hereby certify that the foregoing resolution was adopted by the Association Board of Directors on the 20th day of SEPTEMBER, 2011.

BY: Floyd S. Ball, President DATE: 9-26-11

PRINT NAME: FLOYD J. BALL