



Shadowwood Condominium Association
11639 Stoneview Square
Reston, VA 20191-2952

703-620-5444 / voice
703-620-4233 / fax
www.shadowwoodcondos.com
president@shadowwoodcondos.com

SHADOWOOD CONDOMINIUM ASSOCIATION

POLICY RESOLUTION 2006-04

ACCESS TO ASSOCIATION DOCUMENTS

WHEREAS, legislation in the 1985 General Assembly of the Commonwealth of Virginia has been enacted and amends the Code of Virginia, 1950, specifically, state statute 55-79.74:1, concerning the inspection of the books and records of the Association, permitting purchasers by contract as well as Unit Owners to examine the business records; and

WHEREAS, the Board of Directors has the responsibility for the administration of the affairs of the Association and shall have full authority to make and enforce Rules and Regulations for such administration; and

NOW THEREFORE BE IT RESOLVED THAT to assure orderly conduct of the business of the Association, without undue disruption or interruption of the work pertaining to the entire Association the following shall be incorporated into the Rules and Regulation of the Association upon adoption, and shall be in effect until such time as the Board of Directors may find it necessary to amend the Policy Resolution and the Rules and Regulations of Shadowood Condominium Association.

1. "Unit Owner" shall mean any person or entity recognized by the Association, according to Policy Resolution 1985-03; "Purchaser by Contract" shall mean any person or entity whose contract shall be a legal transfer of property ownership according to state statute, or meets the conditions of Policy Resolution 1985-03 so that they may be recognized as Unit Owners and members of the Shadowood Condominium Association. No other person or entity shall have access to the records of the Association.
2. Only Unit Owners recognized by the Association, and purchasers of a unit(s) by contract, may request and be granted access to Association books and business records, upon written request to the Board of Directors or the Site Manager or agent of the Association's choosing, and received at least five (5) business days prior to the date they wish to examine such records. Such books and records are kept in the Association office at 11639 Stoneview Square, Reston, VA 20191.
3. No records may be removed from the premises of the office for any reason.
4. Purchasers by contract shall be required to present a copy of their contract prior to any examination of the Association's books and business records, and all contracts shall be in accordance with Policy Resolution 1985-03 concerning ownership, and state statutes governing the legal transfers of real property.
5. Only those Unit Owners who are recognized by the Association may have access to files pertaining to their own unit(s). Such Unit Owners may make copies of the files pertaining to their own unit(s), and no other, at a cost of 50 cents per page, per side. If more than 15 pages of copies are requested an administrative fee of \$75 shall be additionally collected to reimburse the Association for the cost of the employee's or contractor's time. Payment shall be in the form of a check, bank draft or money order



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only. No cash or credit cards will be accepted.

6. The Site Manager or agent of the Association's choosing, and at least one member of the Board of Directors shall be present during the examination of any records.
7. While the Association makes every effort to maintain accurate, up-to-date Unit Owner files, it is the sole responsibility of each individual Unit Owner to supply the information to keep those records current and accurate, and the Association, therefore, makes no claim as to the accuracy of any Unit Owner records, or that they are in any official or of legal standing.

A listing of Unit Owners by name and/or address is maintained by the Association for internal use only and will not be made available, sold, given or copied to any individual, group, association, agency or organization for any reason,

8. No information concerning an individual Unit Owner will be made available to any other individual, group, association, business, agency, or organization without the prior, written authorization of the individual Unit Owner to the Site Manager or the Association's agent of its choosing. Such authorization relieves the Association of any responsibility and/or liability as to the accuracy of the information and the use to which any file information may be put and any subsequent harm or damage suffered by the individual Unit Owner as a result of the release of the information.
9. The books and business records of the Association shall be available for examination Monday through Friday from 10:00 A.M. through noon or, when approved by the Board of Directors, on an appointment basis. No other times shall be made available for any examinations otherwise permitted by this Policy Resolution.
10. This Policy Resolution, upon adoption, shall be included in each resale package and shall remain a part of the Association's governing documents files.

NOT FOR RESALE PURPOSES



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November 18, 2006

This Policy Resolution 2006-04 supersedes in its entirety Policy Resolution 1985-02 and is effective immediately.

BY: _____
Brian Olivia, President

Board of Directors

I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of the Shadowwood Condominium Unit owners' Association this 18th day of November 2006, and is effective immediately on the date attested hereto.

ATTEST: _____

Michael Santos, Secretary

SHADOWWOOD CONDOMINIUM UNIT OWNERS' ASSOCIATION

NOT FOR RESALE PURPOSES



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RESOLUTION ACTION SHEET

Resolution Type: Policy No. 2006-04
Pertaining to: ACCESS TO ASSOCIATION DOCUMENTS

Duly adopted at a meeting of the Board of Directors held on October 21, 2006

Motion by: _____

Seconded by: _____

| Vote: | YES | NO | ABSTAIN | ABSENT |
|----------------------------------|-------|-------|---------|--------|
| Brian Olivia President | _____ | _____ | _____ | _____ |
| Skipp Galythly Vice President | _____ | _____ | _____ | _____ |
| Cody Parker Director | _____ | _____ | _____ | _____ |
| Rodgerick Newhouse Director | _____ | _____ | _____ | _____ |
| Lois Lynch Director | _____ | _____ | _____ | _____ |

ATTEST:

Michael Santos, Secretary

File:

Book of Minutes - 2006

| Book of Resolutions: | Book No. | Page No. |
|----------------------|----------|----------|
| Policy | 1 | _____ |
| Administrative | _____ | _____ |
| Special | _____ | _____ |
| General | _____ | _____ |

Resolution effective: November 18, 2006.