



Shadowwood Condominium Association  
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## SHADOWWOOD CONDOMINIUM ASSOCIATION

### POLICY RESOLUTION 2010-01

#### 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 Shadowwood Condominium Association.

1. "Unit Owner" shall mean any person or entity recognized by the Association, according to Policy Resolution 1985-03 and its successors; "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 and its successors so that they may be recognized as Unit Owners and members of the Shadowwood Condominium Association. No other person or entity shall have access to the records of the Association.
2. Only Unit Owners in Good Standing shall be recognized by the Association. "Good Standing" shall mean and refer to any Unit Owner who is not more than thirty (30) days delinquent in meeting any financial obligations to the Association or whose unit and its inhabitants are not otherwise in violation of the Association's governing documents, covenants, rules and regulations and the law, as each may be applicable. This definition shall become a part of the Association's governing documents and shall apply thereto unless otherwise defined in a particular instance.
3. 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 signed, written request to the Board of Directors and 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 clubhouse at 11639 Stoneview Square, Reston, VA 20191.
4. No records may be removed from the premises of the Association for any reason.
5. Purchasers by contract shall be required to present a copy of their duly executed contract prior to any examination of the Association's books and business records, and all contracts shall be in accordance with Policy Resolution 2007-04 concerning ownership, and its successors, and state statutes governing the legal transfers of real property.
6. Only those Unit Owners who are recognized by the Association and in Good Standing 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 for black and white copies. 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 only. No cash or credit cards will be accepted.

7. The Site Manager or agent of the Association's choosing, and at least one officer of the Board of Directors shall be present during the examination of any records.
8. 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.
9. 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.
10. 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.
11. The books and business records of the Association shall be available for examination Monday through Thursday from 10:00 am through noon or, when approved by resolution of the the Board of Directors, on an appointment basis. No other times shall be made available for any examinations otherwise permitted by this Policy Resolution.
12. This Policy Resolution, upon adoption, shall be included in each resale package and shall remain a part of the Association's governing documents files.

January 23, 2010

This Policy Resolution 2010-01 supersedes in its entirety Policy Resolution 2006-04 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 Shadowood Condominium Unit owners' Association this 23<sup>rd</sup> day of January 2010, and is effective immediately on the date attested hereto.

ATTEST: \_\_\_\_\_

Michael Santos, Secretary

SHADOWOOD CONDOMINIUM UNIT OWNERS' ASSOCIATION

**RESOLUTION ACTION SHEET**

Resolution Type: Policy No. 2010-01  
Pertaining to: ACCESS TO ASSOCIATION DOCUMENTS

Duly adopted at a meeting of the Board of Directors held on January 23, 2010

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:	YES	NO	ABSTAIN	ABSENT
Brian Olivia, President	X			
Rodgerick Newhouse, Vice President	X			
Michael Santos, Secretary	X			
Doris Schaefer, Treasurer			X	
James Purvis, Director	X			

ATTEST:

\_\_\_\_\_  
Michael Santos, Secretary

File:

Book of Minutes - 2010

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

Resolution effective: January 23, 2010.

Not For Resale Disclosure Purposes