Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

WINCHESTER LANDING HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 09-2026

MEMBER ACCESS TO ASSOCIATION RECORDS & COST SCHEDULE

WHEREAS, Winchester Landing Homeowners Association, Inc. ("Association") is a property owners' association organized and operating pursuant to the Virginia Property Owners' Association Act ("POA Act");

WHEREAS, pursuant to Article VII, Section 1 of the Association's Bylaws, the Association's Board of Directors (the "Board") manages the affairs of the Association and exercises the Association's authority and responsibilities;

WHEREAS, Section 55.1-1815 of the POA Act addresses how the Association is to make its books and records available for inspection and copying by Members in good standing, specifies the types of books and records that may be withheld from inspection and copying, and allows for the charging of costs related to a Member's access to those records; and

WHEREAS, the Board desires to establish amended procedures that ensure uniform and consistent access for all Members in good standing to those Association's books and records that are available for inspection and copying under the applicable provisions of the POA Act.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby (i) adopts, as part of the Association's rules and regulations, the following amended procedures and cost schedule for access to the Association's non-confidential books and records (collectively, "Records"), and (ii) rescinds the previously-adopted records policy, Policy Resolution No. 4-2025.

A. **Definitions**. Unless otherwise defined in this Member Access to Association Records & Cost Schedule Policy (this "Policy"), the words, terms or phrases used in this Policy shall have the same meanings as defined in the Deed of Dedication and Declaration of Covenants, Conditions, and Restrictions applicable to Winchester Landing.

B. **Member in Good Standing**. Only Members in Good Standing (or their authorized agent) have the statutory right to inspect or have copies of non-confidential Records. For purposes of this Policy, a Member in "*Good Standing*" means a Member who is *neither* (i) responsible for a current violation of the Association's rules and regulations as determined by the Board of Directors, *nor* (ii) more than 30 days past due in the payment of assessments owed to the Association.
   1. Agent Authorization. If the request for Records is submitted by someone claiming to be a Member's agent, the request must include a written authorization signed by the Member identifying the agent and the scope of authority for the request.

C. **Use of Association Books & Records – Proper Purposes**. The Records are private corporate documents. The use of Records is restricted to proper purposes related to a Member's membership in the Association. Although publishing or distribution to non-Members is prohibited, Members are allowed to share a copy of the Association's governing documents with the residents of that Member's Lot and guests visiting that Member's Lot to assist in compliance.
   1. The Records (including the content of those Records) must not be used for any improper purpose. For purposes of this Policy, an "*improper purpose*" includes any request that is not made in good faith and not related to the requesting Member's membership in the Association, or that is

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

otherwise inconsistent with applicable Virginia law. Without limiting the foregoing, examples of improper purposes include:

a. Commercial solicitation, advertising, marketing, fundraising, lead generation, or sale or transfer of information to any person or entity for such purposes;
b. Harassment, defamation or any other use intended to threaten or coerce the Association or any Member, resident, director, officer, Managing Agent, or contractor;
c. Publication, posting, uploading, mass distribution, or other dissemination of Records (or the information in those Records) to persons who are not entitled to inspect or receive those Records, including but not limited to publication on publicly accessible websites, social media platforms, group forums or messaging channels where access is not limited to Association Members; and
d. Any use that would violate applicable law, the Association's governing documents, a court order, a contractual confidentiality obligation, or a legally recognized privilege or privacy protection.

D. **Requests to Inspect/Copy Records**. When a Member in Good Standing wants to either inspect or have copies of Records, the Member's request must:

1. Be in writing (whether hard copy or by email) and submitted to the Association's management agent ("Managing Agent") using the attached Records Access Request Form (Exhibit A);
2. Identify the specific Records to be inspected or copied.
   a. To the extent reasonably known, identify the subject matter, date range, document type, transaction or other identifying information sufficient to permit the Association to locate and evaluate the requested Records without conducting an open-ended search. For instance, requests for "any and all" type of record or similarly broad request may be deemed overbroad and returned with a request to narrow; and
3. State a proper purpose for the request related to his/her membership in the Association. Requested Records are provided solely for use by the Member in strict accordance with the Member's stated proper purpose referenced on the Records Access Request Form.

E. **Non-Confidential Records Available to Members**. All Records kept by or on behalf of the Association are available for inspection and copying by a Member in Good Standing *except for the following books and records that may be withheld under Section 55.1-1815(C) of the POA Act*:

1. Personnel matters relating to specific, identified persons or a person's medical records;
2. Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;
3. Pending or probable litigation. For purposes of this subdivision, "probable litigation" means those instances where there has been a specific threat of litigation from a person or the legal counsel of such person;
4. Matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the association documents or rules and regulations promulgated pursuant to Section 55.1-1819 of the POA Act;
5. Communications with legal counsel that relate to subdivisions 1 through 4 or that are protected by the attorney-client privilege or the attorney work product doctrine;
6. Disclosure of information in violation of law;

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

7. Meeting minutes or other confidential records of an executive session of the Board held in accordance with Section 55.1-1816(C) of the POA Act;
8. Documentation, correspondence, or management or Board reports compiled for or on behalf of the Association or the Board by its agents or committees for consideration by the Board in executive session; or
9. Individual Member files, other than those of the requesting Member, including any individual Member's files kept by or on behalf of the association.

However, notwithstanding the above, and in accordance with the POA Act, Members in Good Standing are permitted to inspect or have a copy of:

(a) The Association's membership list (including Members' names and mailing addresses), which must not be used for purposes of pecuniary gain or commercial solicitation. A Member does not have the right to other Members' email addresses or phone numbers; and

(b) Draft Board meeting minutes within 60 days after the conclusion of that Board meeting or, if sooner, when those draft minutes are provided to Board members as part of an agenda packet for the next Board meeting (this is an exception to the general rule that draft documents are not part of the Association's books and records).

F. **Reviewing and Processing Requests for Records**.

1. Upon receipt of a properly completed and signed Records Access Request Form from a Member in Good Standing (or that Member's confirmed authorized agent), the Association's Managing Agent will provide that person with a copy of the current Cost Schedule (as referenced below).
2. If a request does not identify the requested Records or proper purpose with reasonable particularity, the Managing Agent may request written clarification before processing the request. The Association will not treat a request as properly submitted until the Member provides sufficient information to allow the Association to determine:
   a. What specific Records are being requested;
   b. Whether the requester is a Member in Good Standing or the Member's authorized agent;
   c. Whether the stated purpose is a proper purpose related to their membership in the Association; and
   d. Whether any requested Records are subject to withholding or redaction.
3. If the Managing Agent is unsure whether a requested Record is confidential in whole or in part and should be redacted or withheld entirely from inspection and copying, the Managing Agent will seek direction from the president or the Association's attorney.
4. In response to a records request, neither the Managing Agent nor the Board is required to create documents that do not exist or obtain documents from third parties that are not part of the Association's books and records.

G. **Cost Responsibility**. As provided by Section 55.1-1815 of the POA Act, the requesting Member is responsible for paying for costs incurred by the Association in responding to requests and for reviewing the requested Records to determine the need for redaction (and then redacting) any confidential information.

1. Chargeable costs include, for instance, the Managing Agent's time spent to search for, retrieve, review and redact requested Records; to supervise in-person inspection; and to confer with the

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

president or Association legal counsel regarding confidentiality determinations. These costs are to be calculated in accordance with the Cost Schedule referenced below.

2. However, the Board may make certain Records available at no charge to Members. In addition, the Managing Agent has the discretion to waive collection of the charge if the total charge would be less than $10.00 (taking into account the total costs/charges for all other Records requests submitted by that Member during the prior 12 months).
3. *For large, complex or repetitive requests*, the Managing Agent may provide a written cost estimate and may require a reasonable deposit from the Member before beginning its search, review, redaction, copying, or inspection preparation. If the Member narrows or withdraws the request after work has begun, the Member remains responsible for costs already incurred. No access to Records will be provided until the applicable estimated charge or deposit is paid.

H. **Cost Schedule**. The Association's cost schedule for access to Records is attached to this Policy as Exhibit B, as may be amended from time to time ("Cost Schedule").

1. On an annual basis or as otherwise needed, the Managing Agent is authorized and directed by the Board to prepare and implement an updated Cost Schedule to replace the existing Cost Schedule attached as Exhibit B to this Policy so that the material and labor costs specified in the Cost Schedule correspond to changes in applicable rates and costs that may be incurred by the Association. A Cost Schedule updated by Managing Agent pursuant to this provision is effective immediately upon being so updated.
2. The Cost Schedule applies equally to all Members in Good Standing.

I. **Collection of Applicable Payment/Access to Records**. When a Member in Good Standing (or that Member's confirmed authorized agent) requests to inspect or copy Records pursuant to the POA Act and this Policy, the Managing Agent will not provide access to the available Records until or unless the Managing Agent receives from the Member payment in full of the applicable charge (or estimated charge) associated with responding to the Member's request as calculated by the Managing Agent in accordance with Cost Schedule, unless the charge is waived pursuant to Section E above.

1. If the final cost exceeds the initial estimated cost paid by the requesting Member for this service (if applicable), then the Managing Agent will notify the Member of the additional cost, which the Member must promptly pay upon notice. Such additional cost is, by this Policy, specially assessed against the Member as a service fee pursuant to Section 55.1-1805 of the POA Act without the need for a case-by-case vote of the Board.

H. **In-Person Inspection of Records**. Instead of receiving copies of requested Records (e.g., by email as PDF attachments), the Member's request for Records may indicate that the Member wants to inspect the Records in person at the Managing Agent's office.

1. Inspections occur by appointment during reasonable business hours and under staff supervision.
2. When a properly submitted Records Request Form indicates a desire to inspect (examine) identified Records (rather than just have a copy), the Managing Agent will contact the requestor to schedule a time to visit the Managing Agent's office during the Managing Agent's normal working days and hours within five business days after the Managing Agent's receipt of the Records Request Form. During the inspection, the requestor may ask for a copy of the identified books and records, subject to advance payment of the applicable fee calculated per the Cost

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

Schedule

3. Members may not remove, mark, alter or disassemble originals; staff will handle originals.
4. Staff may impose reasonable procedures to preserve the order and integrity of the Records.
5. The Managing Agent may terminate, pause or reschedule an inspection if the Member or Member's agent violates this Policy, disrupts Association or Managing Agent operations, attempts unauthorized copying or dissemination, or engages in conduct that reasonably threatens the security, integrity or confidentiality of the Records or the Managing Agent's property.

EFFECTIVE DATE: the effective date of this Policy is: October 15, 2026.

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

EXHIBIT A

WINCHESTER LANDING HOMEOWNERS ASSOCIATION, INC.

RECORDS ACCESS REQUEST

I, the undersigned individual, certify as follows:

1. I am: ☐ a **Member** of Winchester Landing Homeowners Association, Inc. ("Association")

   OR ☐ an **authorized agent** of _____, who is a Member of the Association, and a copy of the Member's authorization is attached to this Form.
2. I am requesting the following **specifically identified and described records** of the Association ("Records"): [*provide a detailed description of the specific records you are requesting access to; use an additional page if necessary*]
   _____
   _____
   _____
   _____.
3. The **date range of the requested Records** is: _____. [*for instance, for a specific date or month*]
4. My **proper purpose** for requesting these records is: [*provide a detailed statement of the proper purpose related to membership – the reason for your request*]:
   _____
   _____
   _____.
5. **Method of Access**: ☐ provide me with a copy of the requested records.

   ☐ contact me to schedule an appointment to examine the requested records at the management agent's office.
6. **Representations**: by signing and submitting this request, I represent, acknowledge and agree that:
   (a) My request for these Records is made in good faith and is related to my membership in the Association;
   (b) My request for, and use of, these Records is governed by the Association's Board-adopted Policy Resolution titled "MEMBER ACCESS TO ASSOCIATION RECORDS & COST SCHEDULE" ("Records Policy");
   (c) I will use the Records and information obtained from them solely for the proper purpose stated above.
   (d) I will not use the records or information obtained from them for pecuniary gain or commercial purposes or for any other improper purpose; I will not publish them or make them available to non-Members in violation of the Records Policy;
   (e) I understand that the Association may withhold or redact Records to the extent permitted or required by applicable law; and
   (f) I understand that I am responsible for costs chargeable under the Records Policy.

Member or Agent's printed name: _____

Member or Agent's signature: _____

Member's Lot address: _____
_____

Member's Mailing address: _____
(if different) _____

Member or Agent's Email address: _____

Date: _____

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

EXHIBIT B

WINCHESTER LANDING HOMEOWNERS ASSOCIATION, INC.

COST SCHEDULE
FOR PROVIDING ACCESS TO BOOKS AND RECORDS

(vers. 09/2026)

1. Labor Charges:	**(in minimum 6-minute increments)** **$ 30.00 per hour for Managing Agent's Administrative Staff** **$ 30.00 per hour for Managing Agent's Senior Staff** **$ n/a per hour for Managing Agent's Accountant**
2. Materials Charges:	**$ 0.15 per page copied (black/white)** **$ 0.30 per page copied (color)** **Plus: actual postage/delivery cost (if mailing/delivery requested by Member)**

Docusign Envelope ID: 2EA253DE-EDED-8D53-82C7-37737A67464D

WINCHESTER LANDING HOMEOWNERS ASSOCIATION, INC.
RESOLUTION ACTION RECORD

Resolution Type: Policy No. 09-2026

Pertaining to: MEMBER ACCESS TO ASSOCIATION RECORDS & COST SCHEDULE

Duly adopted by the Association's Board Directors on 09/17/2026, 2026, by [check applicable]:

☐ majority vote at a Board meeting, or

☒ by unanimous written consent through an action without a meeting.

Motion by: Tom Denney Seconded by: Carl Griffis

VOTE:

DIRECTORS: (printed names)	YES	NO	ABSTAIN	ABSENT
Tom Denney	X			
Carl Griffis	X			
Pamie Plavnieks	X			

ATTEST: Signed by: 4B7800A3760F40D... 09/17/2026

Secretary (signature) Date

Policy's Effective Date: date of adoption.

CERTIFICATE OF MAILING

I hereby certify that on the 15 day of October, 2026, a copy of the above-referenced Policy was mailed (by first-class U.S. mail) to all Members as reflected in the Association's books and records (or emailed to those Members who have authorized Association communications by email).

Keila Navarro

Managing Agent