

BRICKSHIRE COMMUNITY ASSOCIATION

BOARD OF DIRECTORS

RESOLUTION

WHEREAS, the Declaration of Covenants, Conditions and Restrictions for the Brickshire Community Association in Article III, Section 10.2 states "the Board from time to time, without consent of the Members, promulgate, modify, or delete rules and regulations applicable to the properties."

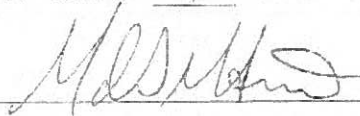
WHEREAS, the Board of Directors shall have the power to adopt general rules relating to the use of property such as use of common areas; and

WHEREAS, the Board of Directors wishes to ensure the safety and welfare of its residents in all common areas in the community; and

NOW, THEREFORE, BE IT RESOLVED THAT, "No Soliciting" be allowed with the boundaries of the Brickshire Community Association.

ADOPTED AND APPROVED ON THIS 30 DAY OF March, 2007.

President, Board of Directors



BRICKSHIRE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
RESOLUTION IV

WHEREAS, the Declaration of Covenants, Conditions and Restrictions for the Brickshire Community Association in Article III, Section 10.2 states "the Board from time to time, without consent of the Members, promulgate, modify, or delete rules and regulations applicable to the properties."

WHEREAS, the Board of Directors shall have the power to adopt general rules relating to the use of property such as use of common areas; and

WHEREAS, the Board of Directors wishes to ensure the safety and welfare of its resident all common areas in the community; and

NOW, THEREFORE, BE IT RESOLVED THAT,

The tot-lot, multi-purpose court, playing field and tennis courts will be closed to community members and their guests at 6:30 PM from November 1 to March 31. The above listed facilities will remain open to all community members and their guests from April 1 to October 31 till 9:00 P.M.

The Community swimming pool will be opened to community members and their guests from 7:00 AM to 8:00 PM.

The New Kent County Sheriff's Department shall have the right to patrol all common areas of the Brickshire Community Association and its property.

ADOPTED AND APPROVED ON THE 18 DAY OF August, 2007

President, Board of Directors

M. B. Moten

BRICKSHIRE COMMUNITY ASSOCIATION INC.

ADMINISTRATIVE RESOLUTION

WHEREAS, Article 4, Section 4.4 of the Declaration of Covenants and Restrictions for Brickshire Community Association Inc. ("Association") assigns the Board of Directors all of the powers for the conduct of the affairs of the Association which are enabled by law or the Governing Documents which are not specifically reserved to Members;

WHEREAS, Article 4, Section 4.4 of the BY-LAWS of the Brickshire Community Association Inc., and the Virginia State Property Owners' Association Act allows the Board of Directors to administrative the operation of the Association ;

WHEREAS, Article 3, Section 3.21 of the BY-LAWS of the Brickshire Community Association Inc., allows the Board of Directors to delegate such powers and duties as are necessary to perform the management of the Association;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby declares that the Association's Management Company may pay contract bills without securing prior board Approval of the bill;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby declares that the Association's on-site manager may approve payment on all non-contract bills of \$2,500.00 and below without securing prior board Approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby declares that the following signatures must be on all bond payment prior to the releasing of any bond funds to the builders, one signature from the ARB Committee, one signature from the Board of Directors and the final signature from the Community Manager.

This Policy Resolution was adopted and approved by the Board of Directors of the Brickshire Community Association Inc. on this 26 Day of March, 2008.

President, Board of Directors



3/26/08

Date

RESOLUTION OF THE BOARD OF DIRECTORS
BRICKSHIRE COMMUNITY ASSOCIATION, INC.

USE OF BRICKSHIRE COMMUNITY WALKING TRAILS

WHEREAS, pursuant to Section 10.2 of the Declaration of Covenants, Conditions and Restrictions for Brickshire (the "Declaration") "...the Board may from time to time, without consent of the Members, promulgate, modify rules and regulations applicable to the Properties; and Section 3.19 of the Bylaws of the Brickshire Community Association ("Bylaws"), "The duties of the Board shall include, without limitation: (f) making and amending rules in accordance with the Declaration;" and

WHEREAS, pursuant to Section 55-513A of the Code of Virginia, 1950, as amended or replaced, the Board of Directors of the Association ("Board") shall have the power to establish, adopt, and enforce rules and regulations with respect to the common areas and with respect to all such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members, and

WHEREAS, the Board recognizes the inherent hazardous conditions that may exist on the Brickshire Walking Trails due to but not limited to exposed roots, rocks, forest growth, debris, etc. and

WHEREAS, such hazardous conditions may worsen during inclement weather, and

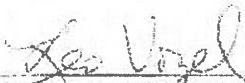
WHEREAS, the Board, in recognizing the significant expense involved in clearing the Walking Trails of snow and ice, and, in its fiduciary duty to the association desires to limit the liability associated with use of the Walking Trails and, to safeguard its members to the extent reasonably possible:

NOW THEREFORE, the Board of Directors of the Brickshire Community Association, Inc. does hereby adopt this Resolution in order to adopt the following procedures with regard to use of the Brickshire Walking Trails:

1. By utilizing the Brickshire Walking Trails, the user acknowledges and accepts the potential hazardous conditions that may exist and does so at his or her own risk.
2. During hazardous weather conditions, the Walking Trails shall be closed.
Hazardous weather conditions may include but shall not be limited to ice, snow and freezing temperatures.

RESOLVED that the officers and directors of the Association are hereby authorized to perform such other and further acts as shall be necessary to carry out the intent of this resolution.

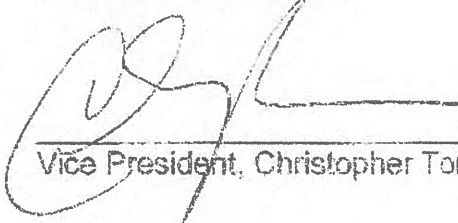
IN WITNESS WHEREOF, the Board of Directors of the Brickshire Community Association, Inc. has set their hands on this 27th day of October, 2010.



President, Leo Vözel



Treasurer, Kevin Powell



Vice President, Christopher Tompkins



Director, Ken Hislop



Secretary, Alan Bernwell

RESOLUTION
of the
Board of Directors
of
BRICKSHIRE COMMUNITY ASSOCIATION, INC.
(Association Complaint Procedures)

WHEREAS, the Code of Virginia, 1950, as amended (the "Virginia Code"), was amended by statute effective July 1, 2008, to create a Common Interest Community Board ("CIC Board") and the Office of the Common Interest Ombudsman ("CICO"); and

WHEREAS, Section 55-530.E states the CIC Board "shall establish by regulation a requirement that each association shall establish reasonable procedures for the resolution of written complaints from the members of the association and other citizens"; and

WHEREAS, for the benefit and protection of the Association and of its individual Members, and with a goal of reducing and resolving conflicts among and/or between the Association and its Members, the Board of Directors hereby establishes these Association Complaint Procedures to meet the requirements of Sections 55-530.E and F of the Virginia Code and regulations of the Common Interest Community Ombudsman regarding Association Complaint Procedures effective July 1, 2012; and

WHEREAS, the Board of Directors will provide notice of this policy to all current Owners by mailing a copy of this Resolution to current Owners and to all future Owners by including the Resolution in resale certificates prepared pursuant to Virginia's Condominium Act and/or Property Owners' Association, as applicable; and

WHEREAS, this Resolution shall remain in full force and effect until amended by further resolution of the Board.

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NOW THEREFORE, the Board of Directors of "X" Association, Inc. does hereby adopt this Resolution in order to adopt the following Association Complaint Procedures:

1. Right to Submit Association Complaint. When any Association Member ("Member" or "Complainant") observes or reasonably believes the Board of Directors ("Board"), the Association's Common Interest Community Manager ("Association Manager") or any individual Board Member has or is continuing to violate any provision of the Association's Declaration, Architectural Guidelines, Articles of Incorporation, Bylaws, and/or Rules and Regulations ("Governing Documents"), the Member shall have the right to acquire, complete and submit an Association Complaint Form.
2. Association Complaint Form.
 - a. The Association Complaint Form shall comport substantially with the Association Complaint Form attached to this Resolution as Exhibit A, or with any form required by regulation duly promulgated by Virginia's Common Interest Community Board ("CIC Board").
 - b. The Association Complaint Form shall be submitted to the Brickshire Community Association, Inc., c/o Charlotte Bush, Property Manager, 11010 Kentland Trail, Providence Forge, VA 23140; Ph: 804-966-1599; Email: cbush@brickshire.org. The Association Complaint may be submitted to the Association:
 - (i) By U.S. Mail, registered or certified, return receipt requested;
 - (ii) By hand delivery, *provided, however*, the method of hand delivery must provide a means to prove delivery; *and/or*
 - (iii) By email to the Association's Manager.
 - c. The Association Complaint Form must be submitted at least fourteen (14) days prior to the next scheduled regular Board Meeting to insure review at that meeting. If the Association Complaint Form is received less than fourteen (14) business days prior to the next scheduled regular Board Meeting, the Association Complaint Form shall be reviewed at the next subsequent regular Board Meeting.
3. Association Complaint Receipt.
 - a. The Association shall provide written acknowledgment of receipt of the Association Complaint ("Association Complaint Receipt") to the Complainant within seven (7) days of receipt of the Association Complaint. Such acknowledgment shall be hand delivered or mailed by registered or

certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.

- b. Notice of the date, time and location that the Association Complaint will be considered shall be included in the Association Complaint Receipt required by Association Complaint Provision 6 above. If such Notice is not included in the Association Complaint Receipt, such Notice shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery. Such Notice shall be mailed within a reasonable time prior to review of the Association Complaint but shall be mailed not less than three (3) days prior to the date set for review of the Complaint.

4. Review of the Association Complaint.

- a. The Board shall review any Association Complaint Form received and shall, if necessary, consult with the Association's attorney and/or any other vendor or professional providing services to the Association to provide as complete a review as possible to arrive at its decision.
- b. The Board may, but shall not be required to, consult with the Member who submitted the Association Complaint Form to understand more fully the substance and/or basis of the Member's Complaint.
- c. In the event the Board determines the Association Complaint is incomplete or contains insufficient information to render a decision, the Board shall cause a written request for additional information that identifies with specificity the information needed to complete the Association Complaint to be sent to the Complainant at the address provided in the Association Complaint. Such written request shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.

5. Final Determination Letter. The Board shall render a written decision and/or review of the Complaint ("Association Complaint Final Determination Letter" or "Final Determination Letter") to the Member within seven (7) days of the regular Board Meeting during which the Association Complaint was reviewed.

The Final Determination Letter shall:

- a. Be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.
 - b. Be dated as of the date of issuance and include specific citations to applicable Association Governing Documents, laws or regulations that led to the Final Determination.
 - c. Include the Registration Number of the Association and the name and License Number of the Common Interest Community Association Manager.
 - d. Include the Complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Board via the Common Interest Community Ombudsman, along with the applicable contact information.
6. Appeal. The determination of the Board as reflected in the Final Determination Letter shall be the final decision of the Board. The Board has not adopted an appeal process and shall not hear an appeal of the Final Determination Letter.
7. Should any Member need assistance in understanding the Member's rights and the processes available to common interest community Members, the Member may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, Virginia 23233. The CICO's current telephone number is (804) 367-8510. The CICO's current email address is cic@dpor.virginia.gov.
8. **Complainant's Rights Description required by Section 55-530-E.2 of the Code of Virginia, 1950, as amended.** In accordance with Section 55-530.F of the Code of Virginia, as amended, an Association Complainant may give notice to Virginia's Common Interest Community Board (the "Board") of any final adverse decision in accordance with regulations promulgated by the Board. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the Board, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25 filing fee. The fee shall be collected by the Director of Professional and Occupational Regulation and paid directly into the state treasury and credited to the Common Interest Community Management Information Fund, § 55-530.1. The Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the member. The Director shall

provide a copy of the written notice to the Association that made the final adverse decision.

9. The Association Complaint Form, all attachments thereto and a copy of the Final Determination Letter ("Complaint File") shall be retained by the Association for not less than one (1) year after the Board renders a decision on the Complaint. The Complaint File shall be eligible for review and duplication solely by the Association's Board of Directors, the Association Manager and the Lot Owner(s) who submitted the original Complaint Form, *provided, however*, the Complaint File shall be produced upon order of an appropriate judicial or administrative body having jurisdiction over the Association.
10. The Board shall amend and restate this Association Complaint Procedures Resolution each time the name, address, telephone number and email address of the Association's Manager changes to remain compliant with Section 55-530.E.2 of the Virginia Code.

IN WITNESS WHEREOF the Board of Directors of the Brickshire Community Association, Inc. has set their hands on this 27th day of June, 2012.

Director

Director

Director

Director

Director

**BRICKSHIRE COMMUNITY ASSOCIATION, INC.
ASSOCIATION COMPLAINT FORM**

This Form is available to all Association Owners as required by Section 55-530.E of the Code of Virginia, 1950, as amended ("Virginia Code"). Please complete and return this Form to the Association's Manager at least fourteen (14) days prior to the next scheduled regular Board of Directors Meeting to insure review at that Meeting. The Board will provide a written response to any submitted Association Complaint Form within seven (7) days of the Board Meeting during which the Complaint is reviewed.

Member Name (Printed): _____

Member Name (Signature): _____

Address: _____

Date: _____

Please outline and/or address your specific complaint and attach to this Form. Please include copies of all applicable provisions of the Association's Declaration, Architectural Guidelines, Articles of Incorporation, Bylaws and/or Rules and Regulations to assist the Board in understanding your complaint. Please be sure to identify and/or attach the provisions of all specific provisions of the Virginia Code you believe may apply.

Forward the completed Association Complaint Form and all attachments to:

Brickshire Community Association, Inc.
11010 Kentland Trail
Providence Forge, VA 23140
Phone: 804-966-1599
Email: cbush@brickshire.org

Your signature on this form acknowledges you have received and reviewed the Association's Complaint Procedures Resolution.

Should you need assistance in understanding your rights and the processes available to common interest community Members, you may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached:

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
Telephone: (804) 367-8510
Email: cic@dpor.virginia.gov

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This Block for Association Use Only:

Date Complaint Received by the Association's Manager: _____

Printed Name of Association Manager who received Complaint:

Signature of Association Manager to certify Date Complaint Received:

Date Complaint Reviewed by the Board of Directors: _____

Date Final Determination Letter forwarded to Complainant: _____

Printed Name of Person who prepared Response:

Signature of Person who prepared Response:

Please attach a copy of the Response to this Association Complaint Form.

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Complainant's Rights Description required by Section 55-530-E.2 of the Virginia Code

In accordance with Section 55-530.F of the Code of Virginia, as amended, an Association Complainant may give notice to Virginia's Common Interest Community Board (the "Board") of any final adverse decision in accordance with regulations promulgated by the Board. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the Board, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25 filing fee. The fee shall be collected by the Director of Professional and Occupational Regulation and paid directly into the state treasury and credited to the Common Interest Community Management Information Fund, § 55-530.1. The Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the member. The Director shall provide a copy of the written notice to the Association that made the final adverse decision.

**RESOLUTION 2012
OF
THE BOARD OF DIRECTORS
OF
Brickshire Community Association, Inc.**

(Policy for Records Inspection and Cost Schedule)

WHEREAS, all Owners of Lots in Brickshire are Members of Brickshire Community Association, Inc. (Owners and Members collectively referred to in this Resolution as “Members”); and

WHEREAS, the Association and all Members are subject to the provisions of Virginia’s Property Owners’ Association Act and Virginia’s Nonstock Corporation Act; and

WHEREAS, Section 55-510.B of Virginia’s Property Owners’ Association Act (“POAA”) authorizes Association Members to request examination and copying of books and/or records (“Records Request”) kept by or on behalf of the Association, *provided, however*, the request is for a proper purpose related to the Member’s membership in the Association, *provided, further*, Records Requests are subject to the limitations and exemptions set forth in the POAA as set forth more fully in this Resolution; and

WHEREAS, the Association is authorized to impose and collect a charge to respond to Records Requests; and

WHEREAS, effective July 1, 2012, the Association may impose and collect a charge to respond to Records Requests only in accordance with a cost schedule (“Cost Schedule”) adopted pursuant to Section 55-510 of the POAA; and

NOW THEREFORE, the Board of Directors of Brickshire Community Association, Inc (“Board”) does hereby adopt this Resolution in order to adopt the following Records Request procedures and Cost Schedule:

1. Cost Schedule: Pursuant to Section 55-510.D of Virginia’s Property Owners’ Association Act, the Association shall impose and collect a charge as follows for response to a Member’s Records Request, as defined in Section 2 below:

- a. \$ 30.00 per hour, charged by the quarter hour, for the costs of labor to respond to the Member’s Records Request;
- b. \$.10 cents per page, for the cost of black and white copies, and \$.25 cents per page, for the cost of color copies for the materials required to respond to the Member’s Records Request. Copies of documents larger in width and/or length than standard (8 1/2 x 11) copy paper and/or legal-

sized paper shall be charged at a rate that shall be determined by the Association in its discretion, but in no case shall the rate be greater than the actual copying cost thereof.

The cost schedule shall apply equally to all Association Members in good standing, and shall be provided to an Association Member submitting a Records Request at the time the Records Request is made.

2. Records Request Policy:

a. Pursuant to Section 55-510.B of the POAA, and subject to Section 55-510.C of the POAA and Section 3 below, and so long as the request is for a proper purpose related to a Member's membership in the Association, all books and records kept by or on behalf of the Association, shall be available for examination and copying by a Member in good standing or the Member's authorized agent ("Records Request") including but not limited to:

(1) The Association's Membership list and addresses, which shall not be used for purposes of pecuniary gain or commercial solicitation; and

(2) The actual salary of the six highest compensated employees of the Association earning over \$75,000, if any, and aggregate salary information of all other employees of the Association, if any; however, individual salary information shall not be available for examination and copying during the Declarant Control Period, if the Association is still in the Declarant Control Period.

b. The Board of Directors considers an Association Member in "good standing", and therefore eligible to submit and receive a response to, a Records Request, if the Member's financial obligation is current in accordance with the Association's Bylaws and/or Collections Policy.

c. This right of examination shall exist without reference to the duration of membership and may be exercised (i) only during reasonable business hours or at a mutually convenient time and location and (ii) upon five (5) days' written notice reasonably identifying the purpose for the request and the specific books and records of the Association requested.

3. Exemptions: Pursuant to Section 55-510.C of the POAA, books and records kept by or on behalf of the Association may, and hereby shall, be withheld from inspection and copying to the extent that they concern:

a. Personnel matters relating to specific, identified, persons or a person's medical records;

b. Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;

c. Pending or probable litigation. "Probable litigation" means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party;

d. 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 the POAA;

e. Communications with legal counsel that relate to subdivisions a. through d. or that are protected by the attorney-client privilege or the attorney work product doctrine;

f. Disclosure of information in violation of law;

g. Meeting minutes or other confidential records of an executive session of the Board of Directors;

h. 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

i. Individual Unit Owner or member files, other than those of the requesting Lot Owner, including any individual lot owner's or member's files kept by or on behalf of the association.

4. Section 55-510 of Virginia's Property Owners Association Act is attached hereto as Exhibit A to this Resolution.

5. Association Records Request Form: The Association's Records Request Form shall be or shall be similar to the Form attached as Exhibit B to this Resolution.

IN WITNESS WHEREOF the Board of Directors of Brickshire Community Association, Inc. has set their hands on this 27th day of June, 2012.

Director

Director

Director

Director

Director

SECTION 55-510.A through D OF
PROPERTY OWNERS' ASSOCIATION ACT (as of July 1, 2012)

§ 55-510. Access to association records; association meetings; notice.

A. The association shall keep detailed records of receipts and expenditures affecting the operation and administration of the association. All financial books and records shall be kept in accordance with generally accepted accounting practices.

B. Subject to the provisions of subsection C and so long as the request is for a proper purpose related to his membership in the association, all books and records kept by or on behalf of the association, shall be available for examination and copying by a member in good standing or his authorized agent including but not limited to:

1. The association's membership list and addresses, which shall not be used for purposes of pecuniary gain or commercial solicitation; and
2. The actual salary of the six highest compensated employees of the association earning over \$75,000 and aggregate salary information of all other employees of the association; however, individual salary information shall not be available for examination and copying during the declarant control period.

This right of examination shall exist without reference to the duration of membership and may be exercised (i) only during reasonable business hours or at a mutually convenient time and location and (ii) upon five days' written notice reasonably identifying the purpose for the request and the specific books and records of the association requested.

C. Books and records kept by or on behalf of an association may be withheld from inspection and copying to the extent that they concern:

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. Probable litigation means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party;
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 § 55-513;
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;

7. Meeting minutes or other confidential records of an executive session of the board of directors held in accordance with subsection C of § 55-510.1;

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 unit owner or member files, other than those of the requesting lot owner, including any individual lot owner's or member's files kept by or on behalf of the association.

D. (Effective July 1, 2012) Prior to providing copies of any books and records to a member in good standing under this section, the association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the board of directors in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.

Brickshire Community Association, Inc.
Request for Access to Association Books and Records

Owner's Name: _____

Association Address: _____

Mailing Address: _____

Date: _____

Telephone Number: _____

Email Address: _____

I hereby request the Association provide access to the Association's books and records pursuant to Section 55-510 of Virginia's Property Owners' Act.

1. The books and records that I wish to review are ("Records Request"):

a. _____

b. _____

c. _____

Attach additional requests on separate sheets as necessary.

2. By my/our signature(s) below, I/we certify that my/our request to review the Association's books and records is for a proper purpose related to my/our Association membership, and if my/our request includes a request for an Association membership list and addresses ("Membership List"), the Membership List shall not be used for purposes of commercial gain or solicitation. Specifically, my/our reason(s) for wanting to review the books and records of the Association is as follows:

3. By my/our signature(s) below, I/we further acknowledge:

a. I/we have received and accept the Association's Policy for Records Inspections and Cost Schedule;

b. My/our Records Request will be made available at such time and place as the Association's policy provides;

c. There may be a cost associated with the Association's processing of the Records Request;

d. I/we agree to pay any costs associated with the Association's processing of the Records Request, including but not limited to the actual and reasonable costs of materials and labor; and

e. I/we may be required to pay for such costs prior to receipt and/or review of the completed Requests Request.

Member Signature

Date

Member's Printed Name

Member Signature

Date

Member's Printed Name

=====

This Block for Association Use Only:

Date Records Request Received by Association's Manager: _____

Records Request Received By: _____

Signature of Association Manager to certify Date Complaint Received:

Printed Name of Association Manager who received Records Request

Date Records Request Completed by Association's Manager: _____

Records Request Response Completed By:

Signature of Association Manager to certify Date Complaint Received:

Printed Name of Association Manager who received Records Request

Copies of all documents provided in response to this Records Request are attached.

A List of Documents provided in response to Requests Request:

**BRICKSHIRE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS
RESOLUTION 2014 – 1**

WHEREAS, all Owners of Lots in Brickshire are Members of Brickshire Community Association, Inc. (Owners and Members collectively referred to in this Resolution as "Members"); and

WHEREAS, the Association and all Members are subject to the provisions of Virginia's Property Owners' Association Act and Virginia's Nonstock Corporation Act; and

WHEREAS, The Declaration of Covenants, Conditions and Restrictions for the Brickshire Community Association in Article 10, Section 10.2 states "the Board may, from time to time, without consent of the Members, promulgate, modify, or delete rules and regulations applicable to the properties."

WHEREAS, the Board of Directors shall have the power to adopt general rules relating to the use of property such as use of common areas; and

WHEREAS, the Board of Directors wishes to ensure the safety and welfare of its members, and safeguard the common areas of the community; and

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Brickshire Community Association, Inc. ("Board") does hereby adopt this Resolution in order to adopt the following policy pertaining to the private rental of the Owners' Clubhouse located at 11010 Kentland Trail, Providence Forge, VA 23140.

1. Only Brickshire residents and property owners may reserve the Owners' Clubhouse.
2. Residents must be current on all homeowners' assessments and must not have any current violations on their property.
3. The following procedure for reserving the Owners' Clubhouse must be observed:
 - a. A completed application (Exhibit A) and a refundable security deposit (see the Brickshire Association Price Schedule) must be provided to, and accepted by, the Brickshire Community Association Inc., to confirm your reservation.
 - b. The "base rental period" shall extend for a period of up to six (6) consecutive hours. For any rental application

timeframe extending longer than this base time period, an additional rental fee will be required for each additional consecutive six-hour base period, or fraction thereof, at the base rental fee listed in the Brickshire Association Price Schedule.

- c. Cancellations must be made at least one week prior to the function in order to receive a full security deposit refund.
 - d. The full rental fee in effect at the time of the application must be paid at least one week prior to the scheduled event. If the fee is not received by that time, the room reservation will be cancelled and the security deposit will be forfeited. Rental fees should be mailed to the Brickshire Community Association Inc. This rental fee is in addition to the security deposit.
 - e. A member of the Association or staff will conduct a walk-through prior to the start of the scheduled event, preferably accompanied by the renter. It is important that any damage existing at the facility is noted by the person renting the facility and confirmed with the Association Manager in writing prior to the scheduled event.
 - a. Deposit refunds, if applicable, will be mailed to the address on the application within seven (7) days after use of the Clubhouse.
- 4. There is a midnight curfew on all scheduled activities. The Board will consider exceptions to this curfew on an individual basis.
 - 5. The person reserving the Owners' Clubhouse accepts full responsibility for the facility and the conduct of his/her guests.
 - 6. The person reserving the facility is responsible for removal of trash and ensuring that the facility is returned to its original condition. Damages or failure to return the facility to its original condition will result in forfeiture of the security deposit. If damage or failure to return the facility to its original condition exceeds the amount of the security deposit, estimates of the cost to repair the damage or to return the facility to its original condition will be reviewed by the Board, and the property owner reserving the facility will be billed accordingly.
 - 7. Existing electronics, equipment, appliances, and furnishings shall be used solely for their intended purposes. Open containers/bags shall not be stored in the refrigerator, freezer or drink coolers beyond the date of the event.
 - 8. The person reserving the facility is responsible for set-up of

the area and for returning all furniture and equipment to its original position. Folding chairs and tables are to be returned to the storage area after the event.

9. Decorations must not cause damage to the walls, hardwood flooring, ceiling, or furniture. The use of tape, tacks, glue, nails or any other type of adhesive is not permitted.
10. The Brickshire Board of Directors may deny the use of the Owners' Clubhouse and other community facilities at its discretion.

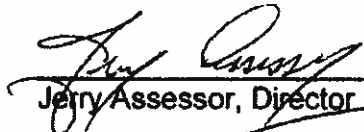
IN WITNESS WHEREOF the Board of Directors of the Brickshire Community Association, Inc. have set their hands on this 24th Day of September, 2014.



Leo Vozel, Director




George Knight, Director



Jerry Assessor, Director



Robert Billcheck, Director



Ken Hislop, Director

EXHIBIT A

BRICKSHIRE COMMUNITY ASSOCIATION INC.

APPLICATION TO RENT THE BRICKSHIRE OWNERS' CLUBHOUSE

APPLICANT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

DATE(S) OF ACTIVITY _____ From: _____ (am/pm) To: _____ (am/pm)

DESCRIPTION OF ACTIVITY: _____

Number of guests expected: _____

Will the activity be exclusively for Brickshire residents?

☐ Yes ☐ No

ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have read and understand the Rules and Regulations established by the Brickshire Community Association (BCA) and do agree to conform to all conditions, limitations and responsibilities set forth by same, and to enforce all rules and regulations governing the use of the BCA property and facilities. I understand that failure to comply with the Clubhouse Rules and Regulations will subject me to the Association's covenant enforcement procedures at the Board's discretion. I agree to indemnify and hold the Association harmless from all personal and property damage and liability arising from my use of the Clubhouse.

I enclose a check in the amount of \$50.00 as a security deposit for use towards any damage charges associated with the use of the property and/or facilities for the date and time period mentioned above. I also understand that the total rental fee in the amount of \$ _____ is due at least one week prior to the scheduled activity. I do further acknowledge that the right of the Applicant to the use of the property and/or facilities as aforesaid may be revoked at any time for violation by the Applicant, independent contractor, guests or invitees of any rule, regulation or policy governing the use of the BCA property.

Signature: _____

Date: _____

Date of deposit: _____	Rental fee rec'd: _____	Assessments Paid _____
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The Brickshire Community Association, Inc.

Regulatory Resolution No. 15-2 Policy on Recording Board Meetings

WHEREAS the Declaration of Covenants, Conditions, and Restrictions (“Declaration”) of the Brickshire Community Association (“Association”), the Articles of Incorporation (“Articles”, and the Bylaws of the Brickshire Community Association (“Bylaws”) are silent with respect to recording meetings of the Board of Directors; and

WHEREAS Section 55-510.1.B of the Property Owners Association Act (“Act”) authorizes any Member of the Association to record the open portions of a Board Meeting and allows the Board of Directors or subcommittee or other committee thereof conducting the meeting may adopt rules (i) governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and (ii) requiring the member recording the meeting to provide notice that the meeting is being recorded.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board of Directors adopts the following policy to become effective September 1, 2015.

I. Recording Board Meetings

A. The Board of Directors will record the open portion of each of its meetings in order to create an aide memoir for the preparation of the minutes. The recording may include audio and video of the meeting. The recording will be retained until the approval of the minutes at a subsequent meeting.

B. The recording device will be placed in a location that allows it to record the discussion of the Board without unduly interfering with observation of the meeting.

C. The Chair will announce that the meeting is being recorded when calling the meeting to order.

II. Members Recording Board Meetings

A. Any Member of the Association may record the open portion of each board meeting. The recording may include audio and video of the meeting.

B. The recording device will be placed in a location that allows it to record the discussion of the Board without unduly interfering with observation of the meeting.

C. A Member wishing to record all or some of a board meeting must notify the Chair before the meeting begins so that the Chair can include that fact in the call to order.

III. Recording Committee Meetings

A. Each committee authorized by the governing documents of the Association, or by the Board of Directors, is free to adopt rules regarding recording of meetings that are not inconsistent with this resolution.

The Brickshire Community Association, Inc.
Resolution Action Record

Resolution Type: Regulatory

No. 15-2

Pertaining to: Policy on Recording Board Meetings

Duly adopted at a meeting of the Board of Directors of the Brickshire Community Association, Inc. held July 22, 2015.

Motion by: Assessor.

Seconded by: 17N16 H7.

VOTE:

		YES	NO	ABSTAIN	ABSENT
Leo Vozel	Member	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Kenneth Hislop	Member	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Gerald Assessor	Member	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
George Knight	Member	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Jeffrey Summers	Member	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

George R. Knight
Secretary

July 22, 2015
Date

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Book Resolutions:	Book No.	Page No.
Policy	<u> </u>	<u> </u>
Regulatory	<u> </u>	<u> </u>
Special	<u> </u>	<u> </u>
General	<u> </u>	<u> </u>

Resolution effective: .

The Brickshire Community Association, Inc.

Regulatory Resolution No. 16-1

Assessment Collection Policy

WHEREAS Article 8, Section 8.1 and Section 8.3 of the Declaration of Covenants, Conditions, and Restrictions (“Declaration”) of the Brickshire Community Association (“Association”) creates an assessment obligation for all lot owners and Article IV, Section 8 of the Declaration sets forth remedies for nonpayment of the assessment and empowers the Board to enforce the covenants;

WHEREAS Article 8, Section 8.8 of the Declaration, Article 7(b)(i) of the Articles of Incorporation, Paragraph 3.18 of the Bylaws, and Section 55-513.A of the Virginia Property Owners’ Association Act (“Act”) empower the Board of Directors of the Association to fix, levy and establish the methods of collecting assessments;

WHEREAS Paragraph 3.19(b) and (i) of the Bylaws imposes a duty on the Board of Directors of the Association to levy and collect assessments from the Owners and to enforce the Declaration;

WHEREAS Article 10, Section 10.2 of the Declaration, Paragraph 3.18 of the Bylaws, and Section 55-513.A of the Act grant the Board of Directors of the Association the power to establish rules and regulations for the use of the property and the personal conduct of the members and to establish penalties for their infraction;

WHEREAS Article 8, Section 8.1 of the Declaration provides that any assessment not paid by the 15th day following the due date shall be delinquent;

WHEREAS Article 8, Section 8.8 provides that the Association shall have a lien against the real property to secure payment of delinquent assessments and other charges, and that the Board may foreclose the lien and bring an action at law against delinquent lot owners, and recover reasonable attorneys’ fees and costs;

WHEREAS Section 55-515.A. of the Act charges all lot owners and their tenants, guests and invitees with compliance with the Act, the Declaration, By-Laws and Rules and Regulations of the Association, as amended;

WHEREAS Section 55-513.B. of the Act and Article 4, Section 4.3 of the Declaration empowers the Board of Directors to suspend a member’s right to use facilities or services offered by the Association and the right to vote for nonpayment of assessments;

WHEREAS it is the intent of the Board of Directors to establish rules and regulations regarding the assessment collection policy of the Association for the benefit and protection of the Association's lot owners and residents by establishing procedures which ensure consistency of enforcement.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board of Directors adopts the following policy to become effective March 1, 2016.

I. Routine Collections

A. The Association will collect its annual assessments on an annual basis. The annual assessment shall be due in one installment payable on the first day of January. If a lot owner is in default of the annual assessment payment for more than 30 days, the assessment shall be considered delinquent and the right to vote shall be suspended until the account is brought current.

B. All special assessments shall be due and payable on the first day of the next month after delivery to the lot owner of the notice of special assessment ("Due Date") unless otherwise determined by the Board of Directors.

C. All documents, correspondence, and notices relating to assessments or charges shall be mailed or delivered to the address that appears in the records of the Association or to such other address as is designated in writing by an owner.

D. Non-receipt of an invoice shall in no way relieve the owner of the obligation to pay the amount due by the due date.

E. The Board of Directors shall determine the manner of collection for charges assessed pursuant to the Association's Declaration, By-Laws, and resolutions or for rules violations.

II. Remedies for Nonpayment of Assessments

A. If payment of the total assessments or charges due, including special assessments, specific assessments, charges for violations of the Association's governing documents or Rules and Regulations and returned check charges are not received by the managing agent by the thirtieth (30th) day after the due date, the account shall be deemed late. On the 60th day following the due date, interest in accordance with Virginia Code § 58.1-3915 (currently 5% per annum) shall be added to the account from the date of delinquency. Further, on the 60th day following the due date a late fee of \$25.00 per month shall be added to the account from the date of delinquency. Both the interest charge and the late charge shall be a part of the continuing lien for assessments as provided for in the Declaration, By-Laws, and the Property Owners' Association Act, until all sums due and owing shall have been paid in full.

B. If a check is returned and an assessment or charge due and owing is not otherwise received in the applicable time period, as provided in Paragraph II.A above, the account shall be deemed late and interest shall be added in addition to a \$25.00 returned check charge or such other amount as the Board shall determine, if applicable.

C. The managing agent shall send a "Late Notice" to lot owners who have not paid assessments or charges, in full, by the thirtieth (30th) day after the due date. The notice shall advise the owners that their right to use the recreational facilities or other services and facilities

of the Association may be suspended if their account remains delinquent for more than 60 days and shall offer them the opportunity to have a hearing before the Board to contest that suspension. The notice shall also warn them that the Board may require payment of the entire remaining balance of the annual assessment, or any special assessment, and then may be referred to legal counsel if it remains more than 60 days delinquent.

D. If an assessment or charge due and owing is not otherwise received within 60 days after it is due, the delinquent lot owner's privilege to use the recreational facilities or other services and facilities of the Association shall be suspended and revoked after an opportunity for a hearing has been provided and until the account is paid in full or a satisfactory payment plan is accepted by the Board.

E. If payment in full, of any assessment or charge, interest and returned check charge, is not received by the managing agent by the 90th day after the due date, the account shall be referred to counsel for the Association and any remaining balance of the annual assessment or any special assessment shall be due and payable immediately. The managing agent or counsel shall mail a demand for payment, notice of the demand for payment of the balance of the annual and/or special assessment for the fiscal year, and a lien-warning letter by certified mail to the lot owner at the address listed on the books of the Association.

F. If payment in full, of the amounts due, is not received by counsel or the managing agent within 10 days after the lien warning letter has been sent by certified mail, a memorandum of lien shall be filed for the balance of the annual assessment and any special assessment. Non-receipt of a notice shall not prevent the Association from filing a lien within the statutory deadline. Reasonable attorneys' fees, interest from the date of delinquency at the rate set forth in Virginia Code § 58.1-3915, and the costs of collection, including, without limitation, the costs of filing and releasing the memorandum of lien, shall be added to the account and the delinquent lot owner shall be liable for all costs, interest, and attorneys' fees pursuant to Article 8, Section 8.8 of the Declaration.

G. If counsel or the managing agent does not receive payment in full, of all amounts due, by the 120th day after a due date, a civil suit for the balance of any annual or special assessment may be filed personally against the delinquent lot owners.

H. If an account remains delinquent after the filing of a lien or civil suit or in lieu thereof, counsel for the Association shall take other appropriate legal action to collect the amounts due, except as provided in Paragraph I. and unless directed otherwise by the Board of Directors of the Association.

I. If a lien remains unpaid, a suit to enforce the lien and foreclose on the lot may be filed within 36 months of the date the lien is recorded, upon authorization from the Board of Directors.

J. If the Association receives from any owner, in any accounting year, two or more

returned checks for payment of assessments, the Board may require all future payments to be made by certified check, cashier's check, or money order for the remainder of the fiscal year.

K. All costs incurred by the Association as a result of any violation of the Declaration, By-Laws, Rules and Regulations or Resolutions of the Association by a lot owner, his family, employees, agents, lessees or licensees, shall be specially assessed or charged against the lot owner. Such costs include, without limitation, legal or administrative expenses (regardless of whether suits or liens are filed) resulting from a lot owner's failure to pay charges or assessments when due or from any other default referred to in this paragraph or in the Declaration, By-Laws and rules.

L. The Board may grant a waiver of any provision herein, except filing of memoranda of liens beyond the statutory deadline, upon petition, in writing, by a lot owner alleging a personal hardship. Such relief granted a lot owner shall be appropriately documented to the files with the name of the person or persons representing the Board granting the relief and the conditions of the relief.

M. The Board hereby authorizes the managing agent to waive the imposition of interest on payments received by the managing agent after the thirtieth (30th) day of the month, if, in the judgment of the managing agent, the delinquent lot owner has owned the lot for less than three (3) months at the time of the delinquency and the managing agent determines the delinquency was the result of a misunderstanding of the correct procedures relative to payment of the assessment.

N. Payments received from a lot owner shall be credited in the following order:

1. Charges for attorneys' fees and court costs.
2. All returned check charges, late fees, or interest accrued, as applicable.
3. All other charges incurred by the Association as a result of any violation by a lot owner, his family, employees, agents, lessees or licensees of the Declaration, Bylaws, Rules and Regulations or Resolutions.
4. The annual assessment and any special assessment of each lot, applied first to the oldest amount due.

O. Once an account is forwarded to the Association's collections attorney for collection, payment shall be made by certified check, money order or cash only and shall be payable only to the Association's collections attorney. Payments on past due accounts shall not be accepted by the Association's Board of Directors, individual Board Members, the Association's management office or the Association's Manager. No past due account shall be deemed current until all costs of collection, including attorney's fees, have been paid in full.

P. In addition, the Board, the individual Board Members and/or the Association's Manager shall not discuss the collection of the account directly with the Owner once the Owner's past due assessment account has been turned over to the Association's collection attorney.

The Brickshire Community Association, Inc.
Resolution Action Record

Resolution Type: Regulatory

No. 16-1

Pertaining to: Assessment Collection Policy

Duly adopted at a meeting of the Board of Directors of the Brickshire Community Association, Inc. held March 23, 2016.

Motion by: Filipowicz.

Seconded by: Assessor.

VOTE:

		YES	NO	ABSTAIN	ABSENT
Gerald Assessor	Member	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Carl Filipowicz	Member	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michele Gowdy	Member	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Jeffrey Summers	Member	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Leo Vozel	Member	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:



Secretary

March 23, 2016

Date

Book of Minutes - 2016

Book Resolutions:	Book No.	Page No.
Policy	<u> </u>	<u> </u>
Regulatory	<u> </u>	<u> </u>
Special	<u> </u>	<u> </u>
General	<u> </u>	<u> </u>

Resolution effective: .