

George Mason Forest Homeowners Association
GMFHOA Policy 2012-02
Policy and Procedure for Requesting Association Records

Approved: July 18, 2012
Revised: February 2015
Revised: July 2016

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1. **Purpose** - To establish a policy and procedure for members of the George Mason Forest Homeowners Association (GMFHOA) to obtain copies of association records pursuant to Code of Virginia 55-510, Property Owners Act (POA).
2. **Scope** - This policy and procedure applies specifically to all requests for copies of official GMFHOA documents and records. Requests for informal documents such as association phone books, newsletters, flyers, etc. are not covered by this policy.
3. **Definitions** - Unless otherwise defined, the words, terms and phrases used in this policy document shall have the same meanings as defined in the Code of Virginia 55-510 (hereafter referred to as "POA").
4. **Applicable References**
 - 4.1. GMFHOA Website- www.gmfhoa.org
 - 4.2. Code of Virginia 55-510, Property Owner's Act (POA)
 - 4.3. Bylaws of George Mason Forest Homeowners Association, Inc.
 - 4.4. GMFHOA Form 2012-02-01, Document Request Form
 - 4.5. GMFHOA Form 2012-02-02, Request for Association Records Receipts/Return
5. **Policy and Procedure**
 - 5.1 The official books, records and papers of GMFHOA shall be made available for inspection to GMFHOA members in good standing in accordance with Article X, GMFHOA Bylaws and POA, so long as the request is for a proper purpose related to the requestor's membership. The Board of Directors Secretary, or person(s) designated by the President or Vice President, shall review, reply and, if approved, provide access to, or copy of, the record(s) within 10 business days of receipt of a request.
 - 5.2 GMFHOA governing documents, and minutes from Board and member meetings are available for free on the association website. Other association documents may be available in paper form and provided at a reasonable charge (see 5.4 below). The association is not responsible for providing copies of documents not in its possession, such as those that may be filed with Fairfax County records.
 - 5.3 The GMFHOA Secretary shall serve as the principal administrative officer of the association for requests for official records and documents. Requests must be

submitted to the Secretary who shall keep a log of all requests received and their status.

5.4 A request for paper copies of GMFHOA document(s) must be in writing to the Secretary using GMFHOA Form 2012-02-01, Document Request Form. The form is available on the GMFHOA website. It must have a date, specific description or title of the document(s) and the reason for the request. A fee of \$0.10 (ten cents) per page plus tax shall be imposed plus any related postage cost. An invoice shall be sent to the requester, and prior to providing the copies the total fee shall be collected by the Treasurer, GMFHOA.

5.5 GMFHOA Form 2012-02-02, Receipt and Acceptance/Denial of Requests for Association Records, shall be used to acknowledge receipt of requests and acceptance or denial of requests.

5.6 In accordance with Code of Virginia 55-510 (C), POA, certain GMFHOA books and records may be withheld from inspection and copying.

5.7 If the Board does not approve the request, the requester may submit a complaint to the Board per GMFHOA Policy 2012-01.

6. Administration

6.1 The Board may revise this policy and procedure whenever necessary.

6.2 This policy and procedure is established in accordance with Section 1.f of Article VII of the GMFHOA By-Laws.