

January 1, 2010

PR-Section 4-Disc. Binder
Policies

Unit Owners Association of Pheasant Ridge Condominium

Procedures and Guidelines for Requesting Information Regarding Association Books,
Minutes, Records and Inspection under the Code of Virginia

Condominium Act 55-79.74:1

GENERAL:

Under contract the Unit Owners Association of Pheasant Ridge Condominium (UOA) employs Hall & Associates (Hall), 213 Jefferson Street, Suite 1007, Roanoke Virginia, 24011 as Managing Agent for Pheasant Ridge Condominium. Hall performs such duties and services in compliance with the UOA By-Laws as the Board of Directors may authorize. The detail administration and accounting of the annual budgeted revenue and expenditures and financial reporting in the format approved by the Board of Directors are the major activities of Hall. All original books and records including vendor contracts are housed in the offices of Hall. Each month, usually by the 15th of the month following the month ended, Hall provides financial statements in accordance with generally accepted accounting principles on the cash basis of accounting to the UOA Treasurer, along with complete copies of all records and transaction for the month ended including copies of Bank statements. The Treasurer prepares condensed financial statements for the Directors and Unit Owners. Once the monthly data has been reviewed by the Treasurer and each Director for his or her area of responsibility the financial data is filed in notebook form by month in the Board room on the third floor of Building one.

All data that has been incorporated into the official UOA books and records is available for Unit Owner's or the Unit Owner's authorized Agent's review and inspection. As you will note, Subsection C of the Condominium Act 55-79.74:1 provides that certain data may be withheld from examination or copying to the extent that it has not been incorporated into the books and records of the UOA. This primarily refers to drafts and working papers in process relating to matters the Board of Directors has not yet completed or in which a decision may be pending. Refer to Subsection C for a list of circumstances that may fall in this category.

Subsection B of Condominium Act 55-79.74:1 specifically grants the right of examination to a Unit Owner or the Owner's authorized Agent within the confines of the stated rules as long as the Unit Owner is in good standing with the UOA. In order to resolve the issue to the inquiring Unit Owner's satisfaction, expedite matters and minimize time and costs, Procedures and Guidelines for requesting information have been approved by the UOA Board of Directors.

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In making your request to the Unit Owners Association of Pheasant Ridge Condominium (UOA) for information, please include items indicated in the guidelines that follow:

Date of Request

Address Your Request for Information to:

Donald C. Bruster, President

Unit 106 Building Four

4448 Pheasant Ridge Road

Roanoke, Virginia 24014

Or

dcbruster@aol.com

State Your Name and Address--Please include your Unit number, address and telephone number and e-mail address

State Your Request--Be as specific as you can in detailing your concern and describing the information you would like to examine and or copy. List the questions and concerns that you may have in as much detail as possible. The detail of your question will allow referral to the proper Director for a response and may define informational data available. A simple telephone call to an Officer or Director as listed in your Pheasant Ridge Condominium Unit Owners Association Directory may resolve your issue of concern.

Purpose of Your Request--A request will only be honored if it is for a proper purpose related to your membership in the UOA. Any request, in the Board of Directors' judgment, that appears bogus, harassing, of ill will or frivolous will be denied.

List Specific Records You Want to Examine--There may be documents available for you to review other than those you may think will resolve your issue. The UOA Management Agent, a Director who has responsibility in your area of concern or the Treasurer may be aware of information or data that has a bearing on your issue.

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Indicate a Best Meeting Time--Please indicate a time during daily normal business hours that may be best for you to meet with Officers of the UOA and the Managing Agent to review your concern. Please remember that a coordination of time must be achieved

between you, the UOA Officers, the UOA Management Agent, as well as the consideration of the availability of the Management Agent's conference room for the meeting or some other mutually convenient meeting location. Initial meetings will be scheduled for maximum time of two (2) hours.

Receipt of Request--Please note that the Unit Owner's right to examination of the books and records may be exercised only during reasonable business hours or at a mutually convenient time and location and upon five (5) day's written notice reasonably identifying the purpose for the request and the specific books and records of the UOA requested. The Board of Directors considers its written acknowledgement of the receipt of the Unit Owner's request as the official beginning of the examination. Every effort will be made to comply with a Unit Owner's request in a timely and effective manner. *process*

Processing a Unit Owner's Request--Once a request has been received from a Unit Owner and acknowledged it will be referred to the UOA Secretary to determine that the Unit Owner is in good standing with the UOA. As a general rule this is simply to determine that the request is from a Unit Owner of record and that all UOA financial dues and charges are currently paid. The request will then be reviewed in detail to determine the nature of the information being requested. Once this is complete the request will be referred to the Director and or the Officer determined to have responsibility in the particular area. The responsible Director or Officer will contact the Unit Owner and confirm the information needs, suggest a course of action and time frame and plan for a meeting, if necessary, to resolve the matter. In some cases the Unit Owner may be asked to acknowledge the resolution of a request by signature at the conclusion of the issue.

Cost and Fees--Please note that the Condominium Act 55-79.74:1(D) provides that prior to providing copies of any books and records the UOA may impose and collect a charge reflecting the reasonable costs of materials and labor not to exceed the actual costs thereof. Any charges to the UOA by its Management Agent for professional time incurred in complying with a Unit Owner's request will be considered labor under this provision and charged to the Unit Owner. Charges to a Unit Owner may be settled at the completion of the examination or billed to the Unit Owner's account. The identification of books and records the Unit Owner may want copied will allow the UOA to prepare a reasonable estimate of the cost prior to actually making the copies.

April, 06

Guidelines for Residents of Pheasant Ridge Condominium

Pheasant Ridge Condominium is designed for independent living. Nevertheless, because we share a common building and facilities, some ^{guidelines} rules are necessary to maintain optimum conditions for a comfortable and safe existence. The guidelines below are based on discussions and actions by the Board of Directors of the Unit Owners Associations. All of us who live here thank you for your cooperation. (revised 4/21/06).

1. Our insurance company has informed us that electric grills only will be allowed on the decks or balconies. No other grills on decks or balconies.

2. No birdfeeders, ^(except hummingbird feeders) bird baths, or bird houses on decks or balconies, or on the grounds adjacent to the condominiums. Do not hang anything on or from the rail of the balcony or deck (except holiday decorations: e.g. Christmas and Fourth of July).

3. Proper disposal of garbage is required. No human or animal waste is to be disposed of as trash. Animal waste must be picked up from the yard by residents and visitors. Use your garbage disposal for food. If you use thick plastic tote bags to hold trash, place such bags inside a larger heavier-weight trash bag. Use strong trash bags, purchased at the grocery store or Wal-mart, for example, and tie the top of the bag securely.

4. No glass item should be dropped down the chute. Any glass must be hand-carried to the basement trash room. Extra-large bags should also be hand-carried.

5. Dumpsters for recycling newspapers, magazines, catalogs, phone books, cereal boxes, glass and plastic have been placed in the garage of each building.

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6. Empty boxes should be placed in designated areas of the garage.
7. Return grocery carts to the garage after use, so that other residents may have access to them.
8. Please observe the two-hour parking limit for the handicapped spaces in front of the condominium buildings.
9. Vehicles owned by residents should be parked inside the garage overnight, and whenever possible.
10. All vehicles parked in a Pheasant Ridge Condominium Garage must be parked within the yellow lines of the Owner's parking space, and may not extend beyond the support posts of the buildings into the common area that is for ingress and egress of vehicles.
11. No Condominium Garage parking space may be used for storage of any item other than a vehicle used by a unit owner.
12. No Condominium key or garage door opener may be issued or given to a non-resident(that is, relative, friend, employee or associate) without approval of the Board of Directors.
13. In case of fire, do not attempt to use the elevator. Residents of floors two through four should use the stairs to exit the building. First-floor residents should exit through the front door.
14. Give a key to your condo to a member of the Board, so the key can be placed in the lock box in your building. The key is then available in case you get locked out, or there is an emergency.

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This will save paying a fee to R&A Management, or to a locksmith, and will save time in an emergency.

15. You are responsible for obtaining insurance to cover the inside of your unit and your personal property, as well as for possible damage to other units caused by elements within your condo unit.

16. Do not sweep your balcony, or shake rugs on your balcony, because this sends dirt and debris to your neighbors' condos.

17. Place a saucer beneath the plants on your balcony, to avoid water dripping into the balcony below.

18. Close the garage door before exiting the ramp.

19. Inform a neighbor if you expect to be away overnight.

20. Talk to your representative on the Board of the Association if you have questions or concerns about matters relating to the Condominium.

21. Anything placed/stored within 6 feet of the ^{*electric*} meters is a fire code violation.