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HOUSE BILL NO. 550

Offered January 8, 2014

Prefiled January 6, 2014

A BILL to amend and reenact §§ 55-79.74:1 and 55-510 of the Code of Virginia, relating to the Condominium and Property Owners' Association Acts; notice for requests to examine association records.

Patrons—Filler-Corn, Albo, Brink, Sickles and Simon

Referred to Committee on General Laws

Be it enacted by the General Assembly of Virginia:

1. That §§ 55-79.74:1 and 55-510 of the Code of Virginia are amended and reenacted as follows:

§ 55-79.74:1. Books, minutes and records; inspection.

A. The declarant, the managing agent, the unit owners' association, or the person specified in the bylaws of the association shall keep detailed records of the receipts and expenditures affecting the operation and administration of the condominium and specifying the maintenance and repair expenses of the common elements and any other expenses incurred by or on behalf of the association. Subject to the provisions of subsections B, C and D, upon request, any unit owner shall be provided a copy of such records and minutes. All financial books and records shall be kept in accordance with generally accepted accounting practices.

B. Subject to the provisions of subsection C, all books and records kept by or on behalf of the unit owners' association, including, but not limited to, the unit owners' association membership list, addresses and aggregate salary information of unit owners' association employees, shall be available for examination and copying by a unit owner in good standing or his authorized agent so long as the request is for a proper purpose related to his membership in the unit owners' association, and not for pecuniary gain or commercial solicitation. 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 *business days'* written notice *for a unit owner association managed by a common interest community manager and ten business days' written notice for a self-managed unit owners' association, which notice shall reasonably identifying identify* the purpose for the request and the specific books and records of the unit owners' association requested.

C. Books and records kept by or on behalf of a unit owners' association may be withheld from examination or copying by unit owners and contract purchasers to the extent that they are drafts not yet incorporated into the unit owners' association's books and records or if such books and records 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 condominium instruments or rules and regulations promulgated by the executive organ;

5. Communications with legal counsel which relates to subdivisions 1 through 4 or which is 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 executive organ held pursuant to subsection C of § 55-79.75;

8. Documentation, correspondence or management or executive organ reports compiled for or on behalf of the unit owners' association or the executive organ by its agents or committees for consideration by the executive organ in executive session; or

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

D. Prior to providing copies of any books and records, the unit owners' 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 executive organ in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all unit owners in good standing, and (iii) be provided to such requesting unit owner at the time the request is made.

59 **§ 55-510. Access to association records; association meetings; notice.**

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

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

67 1. The association's membership list and addresses, which shall not be used for purposes of pecuniary
68 gain or commercial solicitation; and

69 2. The actual salary of the six highest compensated employees of the association earning over
70 \$75,000 and aggregate salary information of all other employees of the association; however, individual
71 salary information shall not be available for examination and copying during the declarant control
72 period.

73 This right of examination shall exist without reference to the duration of membership and may be
74 exercised (i) only during reasonable business hours or at a mutually convenient time and location and
75 (ii) upon five *business days'* written notice *for a professionally managed association and ten business*
76 *days'* written notice *for a self-managed association, which notice reasonably identifying identifies* the
77 purpose for the request and the specific books and records of the association requested.

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

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

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

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

85 4. Matters involving state or local administrative or other formal proceedings before a government
86 tribunal for enforcement of the association documents or rules and regulations promulgated pursuant to
87 § 55-513;

88 5. Communications with legal counsel that relate to subdivisions 1 through 4 or that are protected by
89 the attorney-client privilege or the attorney work product doctrine;

90 6. Disclosure of information in violation of law;

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

93 8. Documentation, correspondence or management or board reports compiled for or on behalf of the
94 association or the board by its agents or committees for consideration by the board in executive session;
95 or

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

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

104 E. Notwithstanding the provisions of subsections B and C, all books and records of the association,
105 including individual salary information for all employees and payments to independent contractors, shall
106 be available for examination and copying upon request by a member of the board of directors in the
107 discharge of his duties as a director.

108 F. Meetings of the association shall be held in accordance with the provisions of the bylaws at least
109 once each year after the formation of the association. The bylaws shall specify an officer or his agent
110 who shall, at least 14 days in advance of any annual or regularly scheduled meeting, and at least seven
111 days in advance of any other meeting, send to each member notice of the time, place, and purposes of
112 such meeting. In the event of cancellation of any annual meeting of the association at which directors
113 are elected, the seven-day notice of any subsequent meeting scheduled to elect such directors shall
114 include a statement that the meeting is scheduled for the purpose of the election of directors.

115 Notice shall be sent by United States mail to all members at the address of their respective lots
116 unless the member has provided to such officer or his agent an address other than the address of the
117 member's lot; or notice may be hand delivered by the officer or his agent, provided the officer or his
118 agent certifies in writing that notice was delivered to the member. Except as provided in subdivision C
119 7, draft minutes of the board of directors shall be open for inspection and copying (i) within 60 days
120 from the conclusion of the meeting to which such minutes appertain or (ii) when such minutes are

121 distributed to board members as part of an agenda package for the next meeting of the board of
122 directors, whichever occurs first.

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