

**LAKELAND VILLAGE COMMUNITY CLUB  
RESOLUTION NO. 21  
FEE SCHEDULE AND AVAILABILITY OF LLVCC RECORDS**

**DIVISIONS 1 AND ON**

**WHEREAS**, RCW (Revised Code of Washington) 24.03.135 and 64.38.045 require that non-profit association records shall be open to inspection by members, **AND**

**WHEREAS**, such RCWs impose certain restrictions on such availability, **AND**

**WHEREAS**, such RCWs allow imposition of charges and reimbursement of costs for any such availability, **THEN BE IT THEREFORE**

**RESOLVED** that any LLVCC Club member of more than three months standing or a representative of more than five percent of the membership shall be allowed to inspect Lakeland Village Community Club records during normal business hours of the Club, **AND BE IT**

**FURTHER RESOLVED** that such access shall be restricted as follows:

1. Access shall not include access to member's unlisted telephone numbers, or member property files.
2. Any use or sale of member lists is prohibited,
3. Any such request shall be made on a form available from the Club, **AND BE IT**

**FURTHER RESOLVED** that the Club shall notify the member or representative requesting the access as to when such access or copies will be provided. Such access or copies shall be allowed no more than two weeks from receipt of such request, **AND BE IT**

**FURTHER RESOLVED** that the following charges and costs shall be imposed:

1. No charge shall be made to obtain copies of Club Articles of Incorporation, Bylaws, Covenants and/or Resolutions;
  2. There shall be no charge for only inspecting or reviewing records during normal business hours of the Club unless office staff assistance over 0.5 hours is required;
  3. Assistance or retrieval of records by Club office staff, in excess of 0.5 hours, shall incur a charge at the then current hourly rate for office staff;
  4. Copying and electronic mailing costs of records shall be at the current rate established by the Club.
  5. Mailing and postage for requested documents shall be charged at actual cost.
  6. Fees outlined in this resolution will be paid for at the time the documents are provided.
- AND BE IT**

**FURTHER RESOLVED** that this resolution was adopted at the regular board meeting of the Lakeland Village Community Club Board of Directors on the 25<sup>th</sup> day of June, 2003, and will become effective upon recording with the Auditor of Mason County, State of Washington.

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President, Giles Swanson

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Secretary/Treasurer, Debra Jacobs