

**The Villages of Kiln Creek Owners Association**  
**Board of Directors and Committee Package Policy**  
**(the "Policy")**

**1. Introduction.**

This Policy is adopted by the Board of Directors (the "Board") of the Association on June 25, 2020, to establish the procedure, in accordance with § 55.1-1816 of the Virginia Property Owners' Association Act ("Act"), for making available for inspection (and, as provided below, copying) by members of the Association, a copy of the board and committee packages for meetings of the Board of Directors and Committees (the "Packages").

**2. Policy**

In accordance with § 55.1-1816 of the Act, the Association will make available for inspection one (1) copy of the Packages at the Association's office (collectively, the "Review Packages") simultaneously with the Packages becoming available to the Directors of the Association and Committees, as applicable. The Review Packages shall not be removed from the Association office. The office staff will make accommodations for appointments with members to inspect and examine the Review Packages at the Association's office; or, members can request copies of all or portions of the Review Packages in accordance with the Association's policy for inspecting and copying its books and records pursuant to § 55.1-1815 of the Act as outlined in the Association's records request policy and copying policy.

In the event the Board of Directors or Committee hold a web-based/digital meeting, Packages may not be provided; therefore, no Packages will be available for review.

**3. Intended Use**

The Packages and Review Packages contain information proprietary to the Villages of Kiln Creek Owners' Association (“Association”) and are intended for the sole use of, and review by, members of the Association only. The duplication, distribution, and/or transmission of any or all of the content therein outside of the membership of the Association is strictly prohibited without the express written permission of the Association.