

**Standard Procedure for Notice of Intent to Increase Monthly Fixed Charge
Pursuant to § 56-585.3(A)(4) of the Code of Virginia**

Following Board discussion and commitment to consider implementing a change as allowed by Virginia Code § 56-585.3(A)(4), cooperative management shall cause notice of the proposed change to be communicated to the membership in a manner significantly similar to the process described in Article III, Section 3 of the Bylaws. Printed notice will be published in the next available edition of the member magazine. The notice will describe the proposed change, and include instructions for providing written comments on the proposal, as well as for arranging to speak to REC management about the proposal, and for requesting an opportunity to address the Board. Such notice shall be published a minimum of 30 days in advance of the Board taking final action regarding the proposal. In general, the timeline shall be similar to the following:

- Month 1: Board discusses consideration of an increase in monthly fixed charge pursuant to § 56-585.3(A)(4)
(Board meeting is generally the third week of the month)

- Month 3: Notice of Board intent to further consider and possibly approve an increase in monthly fixed charge published in member magazine
(Publication deadline is the 5th day of the month prior to publication, with magazine normally arriving in mailboxes by the 5th of the publication month)

- Month 4: Earliest opportunity for Board to further consider or approve the proposed increase in monthly fixed charge

The above schedule may be extended as needed, particularly as may be necessitated by publication schedules (there is no magazine in the months of April and December). The schedule shall not be compressed to less than the above example.

Further, the published notice will be supplemented by notice issued via email, website, messages included with billing statements, and other means as may be available and appropriate. Such supplemental notice shall be issued following a schedule similar to the above, with the notice being issued not less than 30 days, but not more than 60 days, prior to the Board's scheduled date for taking final action on the proposed change.