

# **THE AMBERLEA AT SOUTH RIDING CONDOMINIUM**

## **ADMINISTRATIVE RESOLUTION NO. 2019-01**

(Guidelines for Management of Delinquent Assessment Accounts By Management Agent)

**WHEREAS**, pursuant to Article 3, Section 3.1(b) of the Bylaws of The Amberlea at South Riding Condominium Unit Owners Association (“Association”), the Association’s Board of Directors (“Board”) may establish the means and methods of collecting assessments levied against the Unit Owners and Units; and

**WHEREAS**, the Board deems it to be in the best interest of the Association, in order to reduce costs and unnecessary processing delays, to adopt certain guidelines under which the Association’s Management Agent can handle the Association’s delinquent assessment accounts, which are not being handled by legal counsel, and without referral to the Board.

**NOW, THEREFORE**, be it resolved that the Board of Directors does hereby adopt the following guidelines and procedures:

### **I. GENERAL TERMS**

- A. The Association’s Management Agent shall comply with all policy and administrative resolutions then currently in effect regarding the collection of delinquent accounts, as well as the applicable provisions of the Association’s Declaration and Bylaws. This Administrative Resolution provides further guidelines regarding the management of a narrowly defined set of circumstances that the Association’s Management Agent frequently encounters during its management of the Association’s delinquent assessment accounts.
- B. The Association’s Management Agent shall refer the same to the Board of Directors for review and decision, when necessary, in all cases that do not fall squarely within the provisions of this Resolution.
- C. Whenever the Association’s Management Agent believes that the circumstances justify the action, counsel may refer an account to the Board for review and decision, even if an account is specifically addressed by the provisions of this Resolution and action may be taken without referral to the Board.
- D. The Board reserves the right to review and make decisions upon any delinquent assessment account, at any time, and upon its request, and to deviate from the guidelines set forth in this Resolution, if unique circumstances deem it appropriate. Such circumstances may include, but are not limited to, unusual hardship of the member.

### **II. PAYMENT PLANS**

A. The Management Agent may, without specific referral to the Board, approve payment plans that satisfy the following conditions:

1. Payment plans which extend up to six (6) months.

B. Whenever the Association's counsel approves of a payment plan as described in Section II(A)(2) of this Resolution, and the requesting member has remitted his or her first payment under the plan, that member's privileges shall be reinstated if the same have been suspended.

### III. WAIVER REQUESTS

A. The Management Agent may, without referral to the Board, and upon the request of a member, waive up to four months of late fees claimed due on an account, provided the member remits all assessments and other charges, due through the current date of such request.

This Resolution shall apply to all assessment accounts that are delinquent at the time this Resolution is adopted and to any account which becomes delinquent subsequent to the adoption of this Resolution.

This Resolution was duly adopted this 30th day of January 2019, by the Board of Directors.

AMBERLEA AT SOUTH RIDING  
CONDOMINIUM UNIT OWNERS  
ASSOCIATION

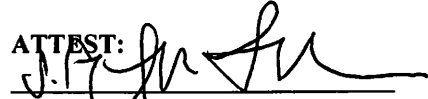
By: Amanda Curran  
Amanda Curran, President

**AMBERLEA AT SOUTH RIDING CONDOMINIUM**  
**ADMINISTRATIVE RESOLUTION NO. 2019-01**  
**RESOLUTIONS ACTION RECORD**

Duly adopted at a meeting of the Board of Directors held January 30<sup>th</sup>, 2019.

Motion by: Catherine Lunsford      Seconded by: Daniel Vargas

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Amanda Curran</u>	<u>X</u>	_____	_____	_____
<u>Catherine Lunsford</u>	<u>X</u>	_____	_____	_____
<u>Richard D'Amico</u>	<u>X</u>	_____	_____	_____
<u>Daniel Vargas</u>	<u>X</u>	_____	_____	_____
_____	_____	_____	_____	_____

ATTEST:   
 Secretary

FEBRUARY 8, 2019  
 Date

Resolution effective JANUARY 30, 2019.