THE AMBERLEA AT SOUTH RIDING CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2026-16
(SUPERSEDES 2024-02)

(Establishment of Common Element Maintenance Repair Expenditures By Management Agent)

WHEREAS, Article 3, Section 3.1 of the Amberlea at South Riding Condominium Unit Owners Association Bylaws states that the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such things as are not by the Condominium Act or Condominium Instruments required to be exercised and done by the Association; and

WHEREAS, per Article 3, Section 3.1(c) and (h) of the Bylaws, the Board has the duty to ensure the operation, care, maintenance and repair of the Property, and to contract or otherwise arrange for the repair of the Property, after casualty events, all in accordance with the terms of the Bylaws; and

WHEREAS, per Article 3, Section 3.2 of the Bylaws, the Board is empowered to hire a management agent and to delegate certain duties and authorities to that agent, which may include coordinating the performance of repairs related to the Property, pursuant to the terms of the Bylaws; and

WHEREAS, the Board of Directors has decided to empower the Association's management agent to perform certain repairs to the Common Elements, as required by the terms of the Association's Bylaws, without advance referral to the Board of Directors, subject to cost limitations and reporting controls.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policies and procedures.

I. APPROVED REPAIRS

The Association's management agent shall be empowered to cause the performance of certain limited repairs to the Common Elements, which are mandated to be performed by the Association per the Bylaws and Declaration, without advance referral to the Board of Directors, subject to the following limitations (collectively defined as, "Approved Repairs"):

A. The cumulative costs of Approved Repairs in a month shall not exceed $12,000; and

B. The management agent shall maintain appropriate and detailed invoices for any Approved Repair and provide the same, along with a report of all Approved

Repairs performed within each month, to the Board of Directors in the following month in which the Approved Repairs are performed.

C. The Approved Repairs may be budgeted or unbudgeted expenses.

D. The Approved Repairs must be performed by a Preferred Vendor of the Association, as more particularly described in Section II.

E. Approved Repairs shall not include:

1. Repairs to the Units
2. Repairs which are not mandated as an Association obligation pursuant to the Declaration and Bylaws
3. Repairs in excess of the monthly limits set forth in Section I(A)
4. Any repair which the Board of Directors expressly declines approval for
5. Emergency repairs involving manifest danger to life or property, or immediately necessary for the preservation and safety of the Property or for the safety of residents, or requirements to avoid the suspension of any necessary services to the Association, which shall be made by the management agent irrespective to the cost limitations imposed by this Resolution. Notwithstanding this authority as to emergency repairs, it is understood and agreed that the management agent will, if at all possible, confer immediately with the Board of Directors regarding every such expenditure. These expenditures shall be made according to the management agent's discretion using a Preferred Vendor who meets the criteria listed below.

II. PREFERRED VENDORS

A. Preferred Vendors shall be utilized for Approved Repairs.

B. Preferred Vendors shall meet the following criteria:

1. Completed satisfactory work for the Association or management agent within the past three years
2. Knowledgeable about the community service expectation levels
3. No current challenged invoices or work product on file
4. Current Certificates of Insurance on File
5. Pricing deemed reasonable by management agent or Board
6. Reputation deemed adequate through recommendations, peer groups, trade groups or certification granting bodies
7. Presents solid references
8. BBB grade "B" or better
9. Meets all state and federal legal requirements
10. Holds legally required certificates of insurance and permits as required by state and local authorities

This Resolution was duly adopted by the Board of Directors on this 7th day of October ,2026.

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM UNIT OWNERS ASSOCIATION

By: Daniel Vargas
President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held October 7, 2026.

Motion by: ~~Daniel Vargas~~ Seconded by: Cypriana McCray

VOTE:	YES	NO	ABSTAIN	ABSENT
~~Daniel Vargas~~ President	X			
Robert W. Patton Vice President	X			
Cypriana McCray Treasurer	X			
Secretary				
Director				

Resolution effective: October 23, 2026.

Signature: Daniel Vargas
Daniel Vargas (Oct 23, 2026 11:55:12 EDT)

Signature: Robert W. Patton
Robert W. Patton (Oct 23, 2026 12:17:13 EDT)

Signature:
Cypriana McCray (Oct 26, 2026 13:46:52 EDT)