THE UNIT OWNERS ASSOCIATION OF
THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

ADMINISTRATIVE RESOLUTION NO. 2026-15

(Policy and Procedures Pertaining to Annual Meeting Notices, Related Information and Minutes that can be Delegated to Agents or others if Authorized by the Board or Officer)

WHEREAS, Article III, Section 3.1 of the Bylaws of The Unit Owners Association of The Amberlea at South Riding Condominium ("Association") provides that the Board of Directors ("Board") shall have all of the powers and duties necessary for the administration of the affairs of the Association; and

WHEREAS, the Association Bylaws provide for requirements related to the annual election of directors and officer duties related to that process; and

WHEREAS, the Board has decided to implement the following administrative procedures to ensure routine review and understanding of the annual election of directors meeting and procedures, to ensure appropriate updates as needs and preferences evolve.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following:

I. The Board shall annually review and approve at least 60 days in advance of the Annual Meeting and election of members to the Board of Directors, the Official Meeting Notice, other related meeting documentation and information, and the process for the Annual Meeting and election of directors to assure compliance with the Bylaws.

II. Such review and any subsequent approval shall include:

a) The Call for Candidates Notice and related qualifications, procedures and voting information.

b) The required Official Meeting Notice, to be noticed in advance to all qualified members stating the meeting date, time and location of the Annual Meeting

c) Information outlining the election and voting processes such as:

a. Voting options: in person, absentee via mail-in ballot, proxy, and on-line voting
b. Virtual meeting options: Meetings may be held entirely or partially by electronic means

d) A copy of the agenda outlining the Order of Business, including:
1. Proof of notice to all members (via proof of date of mailing or e-mail date.

2. Proof of quorum (the Board shall also review the methods and process that the Board may allow for voting in-person or otherwise by absentee, electronic means, mail-in ballots that may also count toward ascertaining the meeting quorum requirement.
3. Reading and approval of the minutes, if applicable, or to be otherwise allowed, to be accepted as printed and included with the Official Meeting Notice.
4. Board and Officer Reports or to be otherwise allowed and accepted as printed and included as a copy with the Official Meeting Notice.
5. Report on election results (by the Board Chair or authorized election reporting agent at the Annual Meeting.

III. The Board may annually delegate the authority to a named management agent or other agent to issue and execute such notices and requirements set forth herein on the Board or Officer's behalf. In such instances, it shall be clearly stated within the notices that such notice is being disseminated "As authorized by the Board of Directors."

IV. The Board may also delegate to the management agent the taking and preparing of any meeting minutes for the Annual Meeting.

V. Any officer duties described in the Bylaws may be delegated to the professional management agent of the Association or a third party contractor, as the Board deems appropriate, through its review and approval of the annual election meeting materials and procedures.

VI. In the event an annual review and approval of the annual election meeting materials and procedures is not performed by the Board in advance of any mandatory deadline set forth in the Bylaws and this Resolution, the Association's management agent is authorized to use the same materials and procedures from the last annual election meeting with nominal administrative updates and any changes as may be required by law.

VII. The failure of the Board to approve and review the materials and procedures in any given year, shall not render the materials and procedures, including the overall election and meeting invalid.

This Resolution was adopted this 7th day October, 2026, by the Board of Directors and is effective as of the mailing date to the members of the Association.

THE UNIT OWNERS ASSOCIATION OF THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

By: Daniel Vargas
Daniel Vargas, President

THE UNIT OWNERS ASSOCIATION OF
THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

RESOLUTION ACTION RECORD 2026-15

Duly adopted at a meeting of the Board of Directors held on 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			
Secretary				
Cypriana McCray Treasurer	X			
Director				

ATTEST:

Secretary Date

Resolution effective: October 23, 2026.

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was published or distributed to the owners/members of the Association on this 23 day of October, 2026.

Management Agent

Signature: Daniel Vargas
Daniel Vargas (Oct 23, 2026 09:45:01 EDT)

Signature: Robert W. Patton
Robert W. Patton (Oct 21, 2026 14:42:30 EDT)

Signature:
Cypriana McCray (Oct 22, 2026 16:35:15 EDT)