THE AMBERLEA AT SOUTH RIDING CONDOMINIUM UNIT OWNERS ASSOCIATION ADMINISTRATIVE RESOLUTION NO. 2026-06 (SUPERSEDES 2025-02)

(Covenants Committee Charter)

WHEREAS, Section 3.1 of the Bylaws for The Amberlea at South Riding Condominium Unit Owners Association (the "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 may do all such acts and things as are not by the Condominium Act or the Condominium Instruments required to be exercised and done by the Association; and

WHEREAS, Section 3.13(a) of the Bylaws provides that the Board of Directors shall establish a Covenants Committee, consisting of at least three persons appointed by the Board, each to serve a term of one year, in order to assure that the Condominium shall always be maintained in a manner: (i) providing for visual harmony and soundness of repair; (ii) avoiding activities deleterious to the aesthetic or property values of the Condominium; (iii) furthering the comfort of the unit owners, their guests and tenants; and (iv) promoting the general welfare and safety of the Condominium community; and

WHEREAS, Section 3.13(b) of the Bylaws provides that the Covenants Committee shall regulate the external design, appearance, use and maintenance of the units and the common elements, that the Covenants Committee shall have the power to impose reasonable application fees as well as the costs of reports, analyses, or consultations required in connection with improvements or changes proposed by a unit owner, that the Covenants committee shall have the power to impose reasonable charges upon, and issue a cease and desist request to a unit owner, a member of such unit owner's household or such unit owner's guests, invitees, or tenants, agents or employees who actions are inconsistent with the provisions of the Condominium Act, the Condominium instruments, the rules and regulations or resolutions of the Board; and

WHEREAS, Section 3.13(b) of the Bylaws further provides that the Covenants Committee shall from time to time, as required, provide interpretations of the Condominium instruments, rules and regulations and resolutions pursuant to the intents, provisions and qualifications thereof when requested to do so by a unit owner or the Board of Directors; and

WHEREAS, Section 9.1(g) of the Bylaws provides that the Covenants Committee may levy reasonable charges against unit owners for violations of the Condominium Act, the condominium instruments or the rules and regulations by the unit owner, the members of such unit owner's household, or such unit owner's guests, invitees, tenants, agents or employees subject to the provisions of the Condominium Act; and

WHEREAS, the Board deems it desirable to establish a Covenants Committee, which is authorized, among other things, to act upon unit owners' requests for architectural modifications

and to advise the Board, in a reasonable and productive manner, on architectural review matters and ways to improve the appearance of the community.

NOW THEREFORE, be it resolved that a Covenants Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

I. PURPOSE AND GOALS

A. The purpose of the Covenant Committee (the "Committee") is to review and approve requests for exterior modifications in accordance with the Declaration, Bylaws and duly enacted rules and regulations, and to advise and make recommendations to the Board, in a reasonable and productive manner, on ways to maintain the architectural integrity of the community.

B. The Committee shall strive to uphold the covenants, rules and regulations set forth in the Association's Condominium instruments for architectural improvements to homes within the Association, treat all requests without bias or prejudice, and respond to all requests in a timely manner.

II. RESPONSIBILITIES

The Committee will work in conjunction with the Board and Management regarding the review of architectural applications and the interpretation and implementation of architectural standards and covenants. The Committee will also assist the Board and management of the Association in enforcing the Condominium Instruments. In fulfilling this purpose, the Committee shall be delegated the responsibility for performing certain duties, which include, but are not necessarily limited to, the following:

A. To review applications for proposed changes to units, subject to the current architectural guidelines and standards, and approve or deny such applications. Pursuant to the Bylaws, the Committee must reach a decision on any such applications within 45 days of receipt of a fully completed application.

B. To investigate alleged violations of the Condominium instruments, the architectural standards and guidelines, to conduct enforcement proceedings, and to issue fines when such is warranted.

C. To provide interpretations of the architectural standards when requested to do so by the Board or on its own initiative.

D. Such additional powers as may be granted by the Board to enable the Committee to fulfill its duties under the Condominium instruments.

The Board has the power to determine the scope of the Committee's responsibility, and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction of the Committee.

III. ELIGIBILITY

A. Committee candidates and members shall be unit owners in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

B. When possible, at least one Committee member shall also be a member of the Board.

IV. APPOINTMENT AND TERMS

A. The Covenants Committee shall be composed of at least three (3) members.

B. Recruitment of candidates may be done through announcement at and before the Annual Meeting or by any other means deemed appropriate by the Board.

C. Interested unit owners must submit a written request for appointment to Management. Committee members in good standing are eligible for reappointment.

D. The Board will announce at the Annual Meeting each year the names of individuals who qualify and have applied to be considered for a one-year appointment to the Covenants Committee. The Board will consider the appointment of three individuals to serve on the Covenants Committee at the next Board Meeting held after the Annual Meeting. The Board of Directors may make additional appointments throughout the year if vacancies occur.

E. Committee members are appointed for one-year terms. Members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the Committee member they are replacing.

F. Committee members will be provided a copy of this Charter with a reasonable period of time following their appointment.

V. REMOVAL

A. The Board may remove any Committee member, including the chairperson, at any time without notice or explanation.

B. The Committee may make recommendations to the Board regarding the removal of Committee members.

VI. ELECTION OF OFFICERS

A. The Board shall appoint the Chairperson, who must also be a member of the Board.

B. Other officers of the committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to Management, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the Committee.

C. The chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee.

VII. MEETINGS

A. Committee meetings shall be held in the Association's office or other recognized meeting place of the Association. All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all regular Committee meeting dates of the Committee are provided to the membership. If it is necessary for the Committee to reschedule or cancel a meeting, the chairperson shall notify Management at the earliest possible time so that the membership can be reasonably notified. The chairperson shall be responsible for ensure that Committee members are contacted regarding rescheduled or canceled meetings.

B. A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session.

C. The Committee may take action outside of a meeting if such action is approved, in writing, by all of the Committee members. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Committee.

D. Committee members shall not use inappropriate language or verbal tone during their debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Committee, the Committee as an entity or any person in attendance shall be strictly prohibited. Committee members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

E. The Committee chairperson shall designate a time period on each meeting agenda for resident input.

VIII. COMMUNICATIONS

In the interest of ensuring strong communications between the Board and the Committee, it is expected that the Committee chairperson, or his or her designee, will submit reports to the Board at least quarterly. Such reports may be submitted in writing or in person at a regularly scheduled Board meeting. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

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

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM UNIT OWNERS ASSOCIATION

By: Daniel Vargas
Daniel Vargas, Board President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was mailed or hand-delivered to members of The Amberlea at South Riding Condominium Unit Owners Association on this day 23rd of October , 2026.

Mary Frank, Community Manager

THE AMBERLEA AT SOUTH RIDING
CONDOMINIUM UNIT OWNERS ASSOCIATON

ADMINISTRATIVE RESOLUTION NO.2026-06

RESOLUTIONS 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				

ATTEST:

Secretary Date

Resolution effective: October 23, 2026.

Signature: Daniel Vargas
Daniel Vargas (Oct 23, 2026 09:48:54 EDT)
Ema

Signature: Robert W. Patton
Robert W. Patton (Oct 21, 2026 14:33:39 EDT)
Email.

Signature:
Cypriana McCray (Oct 22, 2026 16:08:00 EDT)
Ema