THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

ADMINISTRATIVE RESOLUTION NO. 2026-07
(SUPERSEDES 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 7th day of October 2026, by the Board of Directors.

AMBERLEA AT SOUTH RIDING CONDOMINIUM UNIT OWNERS ASSOCIATION

By: Daniel Vargas
Daniel Vargas, President

AMBERLEA AT SOUTH RIDING CONDOMINIUM
ADMINISTRATIVE RESOLUTION NO. 2026-07

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	X			
Robert W. Patton	X			
Cypriana McCray	X			

ATTEST:

Secretary Date

Resolution effective October 23, 2026.

Signature: Daniel Vargas
Daniel Vargas (Oct 23, 2026 09:48:27 EDT)

Signature: Robert W. Patton
Robert W. Patton (Oct 21, 2026 14:34:56 EDT)

Signature:
Cypriana McCray (Oct 22, 2026 16:15:41 EDT)