THE UNIT OWNERS ASSOCIATION OF
THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

ADMINISTRATIVE RESOLUTION NO. 2026-13

(Policy and Procedures Pertaining to Meeting Participation by Membership, Board Members and Committee Members)

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, Section 55.1-1935 of the Virginia Condominium Act ("Act") provides that unless expressly prohibited by the condominium instruments, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any condominium instrument or any provision of Section 55.1-1935 of the Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any condominium instrument or any provision of Section 55.1-1935 of the Act by use of electronic means; and

WHEREAS, Section 55.1-1935(D) of the Act provides that voting, consent to, and approval of any matter may be accomplished by electronic means provided that a record is created as evidence of such vote, consent, or approval and maintained as long as such record would be required to be maintained in nonelectronic form; and

WHEREAS, Section 55.1-1935(F) of the Act states:

> Any meeting of the unit owners' association, the executive board, or any committee may be held entirely or partially by electronic means, provided that the executive board has adopted guidelines for the use of electronic means for such meetings. Such guidelines shall ensure that persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so. The executive board shall determine whether any such meeting may be held entirely or partially by electronic means.

WHEREAS, Section 55.1-1935(G) of the Act provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make available a reasonable alternative, at its expense, for such person to conduct business with the Association without use of such electronic means; and

WHEREAS, the condominium instruments for the Association do not prohibit the use of electronic means for providing notice, voting, or conducting meetings; and

WHEREAS, from time to time, virtual Board or Committee meetings may be conducted to maximize participation in meetings and allow unit owners to avail themselves to the convenience of modern technology when attending meetings; and

WHEREAS, the Board has decided to implement the following procedures and rules related to the holding of Board and Committee meetings.

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

I. BOARD & COMMITTEE MEETINGS

A. The Board and Committees may from time to time determine to hold their meetings entirely or partially by electronic means. A meeting conducted by electronic means includes a meeting conducted via teleconference, videoconference, internet exchange, or other electronic methods and any combination of the foregoing.

B. The electronic means will allow all Board members, Committee members, and unit owners in attendance to hear the proceedings substantially concurrent with the proceedings, and to comment in accordance with any policies and rules governing participation in Board and Committee meetings.

C. The Bylaws stipulate that the current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the Association when not in conflict of the Condominium Act or the Condominium Instruments. Such Rules of order require that in those instances when an electronic means is utilized to conduct a meeting that such a meeting must be conducted by a technology that allows all persons participating to hear each other at the same time(and, if a video conference, to see each other as well), and to specify how recognition is to be sought and the floor obtained during video-conferences and teleconferences.

D. Regular and special meetings of the Board and Committees are open to all unit owners of record. Unit owners will be required to validate their membership interest before being able to attend any virtual or in-person meeting. Validation may require the unit owner to pre-register for the virtual meeting, sign-in, identify their name and address, or provide other forms of validation so the person presiding over the meeting, or meeting host, can determine whether the person is entitled to participate in and attend the meeting. Anyone who fails to identify themselves or is not entitled to participate in the meeting may be excluded from the meeting.

E. Board and Committee meetings are for the Board or Committee to discuss and act on the business matters listed on the agenda for that specific meeting, including any amendments to the agenda that occur at the meeting. Those unit owners entitled to participate in the Board or Committee meeting will have an opportunity to speak during the open forum portion of the meeting. During a special meeting of the Board or Committee, the comments during open forum may be limited to the topics listed on the meeting agenda.

II. ATTENDEE REQUIREMENTS

A. During any virtual meeting of the Board or Committee, those in attendance will be required to mute their microphone or other method of speaking once admitted to the meeting. The person presiding over the meeting may cause or direct the disconnection or muting of an attendee's connection if it causes undue interference with the meeting. The decision to do so, which is subject to debatable appeal, shall be announced during the meeting.

B. All attendees must inform the meeting host or person presiding over the meeting whether they intend to record by audio and/or visual means any portion of the meeting before the meeting is called to order. Once the meeting is called to order, no person may record the meeting unless they notify the person presiding over the meeting or the meeting host of their intent to do so prior to commencing the recording. For in-person meetings, the person presiding over the meeting may require recording equipment to be in a specific location to prevent interference with the meeting. Recording is not permitted during any executive session.

C. Each attendee at a meeting held by electronic means is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, an attendee's individual connection prevented participation in the meeting.

D. When the Board or Committee convenes to executive session, all other attendees will be moved to a virtual waiting room or otherwise removed from the electronic meeting platform for the duration of executive session. At in-person meetings, attendees will be asked to leave the room. Attendees may return to the meeting after the Board or Committee exits executive session and reconvenes to the open portion of the meeting.

III. NOTICE; QUORUM; VOTING

A. All notices of Board and Committee meetings will advise unit owners of the means and methods for participating in the meeting.

B. At any Board or Committee meetings, the presence of a majority of the respective Board or Committee members shall constitute a quorum for the transaction of business and every act or decision done by a majority of the directors or Committee members present at a duly held meeting at which quorum is present shall be regarded as the act of the Board or Committee, respectively.

C. Evidence of any vote, consent, or approval taken by the Board or Committee at a virtual or in-person meeting will be reflected in the meeting minutes.

D. Any vote, consent or approval taken by the Board or Committee via electronic mail or other action taken outside of a meeting will also be maintained as a book and record of the Association. Action taken outside of a meeting requires the unanimous written consent of all directors or Committee members in order to be considered an act of the Board or Committee. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Board or Committee.

IV. MISCELLANEOUS

A. The Board may adopt any other rules or regulations as appropriate for the efficient conduct of the virtual meeting such as determining whether to allow use of chat functions or other similar features available by the virtual platform. At virtual and in-person meetings, the Board or Committee may also impose time limitations on speakers during open forum and set other rules to ensure fair and efficient conduct of the meeting.

B. This Resolution supersedes any prior resolution governing the holding of virtual Board and Committee meetings.

C. Any capitalized terms not defined herein shall have the meaning ascribed to them in the condominium instruments.

This Resolution was adopted this 7th day October, 2026, by the Board of Directors and is effective as of date it is published and made available to 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 2026-13

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			
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 09:46:37 EDT)

Signature: Robert W. Patton
Robert W Patton (Oct 21, 2026 14:40:16 EDT)

Signature:
Cypriana McCray (Oct 22, 2026 16:31:57 EDT)