THE UNIT OWNERS ASSOCIATION OF
THE AMBERLEA AT SOUTH RIDING CONDOMINIUM

ADMINISTRATIVE RESOLUTION NO. 2026-14

(Procedures Relating to Virtual Annual Meetings and Absentee Ballot Voting)

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, the Board may decide to implement virtual or in-person annual membership meetings, so as to maximize participation in meetings and allows members to avail themselves of the convenience of modern technology when voting and attending meetings; and

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

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

I. Board Option

A. The Board maintains absolute discretion as to whether the Annual Meeting shall be conducted virtually, in whole or part, for each year.

II. Nominations For Election of Board of Directors

A. A call for candidates will be mailed to all Owners at their address of record prior to the notice of the Annual Meeting.

B. All candidacy statements and nomination petitions, signed by ten (10) unit owners and accompanied by the signature or acknowledgment of the nominee, must be received by the date and time and in the format specified in the call for candidates or any subsequent deadline if extended by the Board, but in all cases at least 35 days prior to the meeting. Candidates who timely submit their statements and otherwise qualify to serve on the Board will have their statements mailed with the notice of the Annual Meeting, and their names placed on any applicable official ballot, whether mail-in physical ballots or on-line voting platform.

C. Nominations may be taken from the floor at any virtual meeting, unless there are sufficient advance nominations for the number of open seats up for election.

D. The Board may adopt additional or alternative policies outlining the nomination process and procedure.

III. Annual Meeting Notice, Virtual Location and Conduct

A. In addition to all requirements of the Bylaws, the notice of the Annual Meeting conducted virtually, in whole or in part, will advise members of the means and methods for participating in the meeting virtually. The platform will allow all members to hear the proceedings, substantially concurrent with the proceedings.

B. The notice of the meeting shall include the following:

1. Any mail-in ballot, if the Board elects to use a paper/physical ballot option.

2. A list of candidates and any candidate statements, if available, or other information provided by the candidates.

3. Instructions for voting, including electronic voting or submission of ballots, at the Board's discretion.

4. Instructions for the virtual meeting platform.

5. Prior annual meeting draft minutes.

6. Agenda (optional)

C. Members will be required to validate their membership before being able to enter and attend the meeting. Validation procedures will depend on any on-line platform used may include unique voting codes or other identifying features such as a registration requirement and username which corresponds to a record owner of the Lot, to ensure that the person participating is a member.

D. For any meeting or portion of a meeting that is conducted virtually, the Board may adopt protocols and announce the same in the meeting, regarding the conduct of members in the meeting as is appropriate for the forum or platform being used.

E. During any virtual meeting of the members, attendees will be required to mute their microphone or other speaking ability during all times other than during any open session, when actively acknowledged by the Board or other meeting moderator as having a turn to speak or address the meeting. Attendees who do not follow these protocols may be muted by the host or removed from the meeting by the host.

F. For virtual meetings, each attendee is responsible for his or her 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.

G. For virtual meetings, the chairperson of the meeting may cause or direct the disconnection or muting of an attendee's connection if it causes undue interference with the meeting. The chairperson's decision to do so, which is subject to debatable appeal, shall be announced during the meeting.

H. In order to confirm that those in attendance are authorized to be present, attendees may be asked to identify themselves at any time during the meeting. Any attendee who fails to

identify themselves or is not authorized to attend the meeting, or any portion thereof, may be denied access to or removed from the meeting.

I. If the Association records the meeting, any such recording shall be destroyed after 30 days from the date of recording and will not be used in lieu of meeting minutes.

J. All attendees are required to inform the meeting administrator or chairperson whether they intend to record any portion of the meeting before being admitted to the meeting. Once admitted, no attendee may record the meeting unless the owner notifies the Board of their intent to do so prior to commencing the recording. Recording includes audio and visual recordings.

IV. Absentee Mail-In Ballot Voting

A. For any Annual Meeting, virtual or not, the Board may use absentee mail-in voting ballots which must be submitted in accordance with the instructions set forth in the notice of Annual Meeting. The notice of Annual Meeting will include information on the how to submit absentee mail-in election ballots and the deadline for submission to the Association, which shall be before the commencement of the Annual Meeting. Delivery of a ballot may be by electronic means (email or fax) or paper form (mail-in).

B. If an absentee mail-in voting ballot is submitted without selection of candidates for the election and otherwise properly completed, the ballot shall be counted for quorum purposes only for the Annual Meeting.

V. Absentee Online Voting

A. In addition to or in lieu of any physical absentee mail-in ballots, the Board may decide to implement online voting in relation to the Annual Meeting and election of directors.

B. In such event, the instructions related to the online voting platform shall be included in the notice of the Annual Meeting, including the user authentication criteria and deadline for voting.

C. All votes submitted through the online platform shall be counted for quorum purposes and shall constitute an absentee ballot vote, if the Member is not present at the meeting.

D. Members utilizing the online voting platform will be required to validate their ownership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person voting is a Member.

E. If a Member requires a physical ballot and cannot/will not use the on-line voting platform, the Member may request alternative voting means, which the Association shall provide.

F. On-line voting deadlines may be set in advance of meetings based on whether the floor is closed to nominations due to a virtual meeting being held and sufficient candidates being nominated in advance of the meeting.

VI. Miscellaneous

A. All virtual platforms for meetings and voting used by the Association will be capable of creating a record maintainable by the Association as evidence of such Owner's attendance and voting. Mail-in voting ballots, as well as virtual voting platform resulted, shall also be maintained by the Association.

B. All other requirements of law and the Condominium Instruments related to the conduct of the Annual Meeting and election of directors shall be satisfied.

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 2026-14

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.

Mary Black
Management Agent

Signature: Daniel Vargas
Daniel Vargas (Oct 23, 2026 09:45:58 EDT)

Signature: Robert W. Patton
Robert W. Patton (Oct 21, 2026 14:41:27 EDT)

Signature: Cypriana McCray
Cypriana McCray (Oct 22, 2026 16:33:18 EDT)