

RIDGETOP COMMONS HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 200⁶-01

**Administrative Procedure for Appointment of Fairfax Center Recreation Association
Board of Directors**

WHEREAS, Section 3.04(c) of the Fairfax Center Recreation Association ("FCRA") Declaration of Covenants, Conditions, Restrictions and Easements provides the Ridgetop Commons Homeowners Association, Inc. ("Association") with authority to select one member of the Association to serve as a representative director on the FCRA Board of Directors ("FCRA Board");

WHEREAS, Article VII of the Association Bylaws ("Bylaws") grants the Board of Directors ("Board") general authority to manage the affairs of the Association;

WHEREAS, the Board believes it is necessary to establish procedures for appointing Association members to the FCRA Board.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following procedures for appointing members of the Association to serve on the FCRA Board:

1. Upon the adoption of this resolution, the Association Board shall appoint one Association member to serve on the FCRA Board as representative of the Association ("FCRA Board Representative").
2. The initial FCRA Board Representative appointed shall serve until the next organizational meeting following the Association's annual meeting at which time the Association Board shall appoint a successor for a two year term.
3. The Association Board shall have the power, from time to time and at its discretion, to remove the FCRA Board Representative and to appoint a successor.
4. Persons appointed to fill a FCRA Board Representative vacancy shall serve for the term of the member being replaced and shall serve until his or her successor is appointed by the Board.

This Administrative Resolution No. 200⁶-01 was adopted by the Board of Directors of Ridgetop Commons Homeowners Association, Inc. and signed by President Jenny Fisher, Jan. 26, 2006. The Resolution becomes effective immediately.