



SOAPSTONE CLUSTER ASSOCIATION
BOARD ACTION BY WRITTEN CONSENT
(Action Taken Without a Meeting)

Date of Written Consent: February 20, 2026

Authority

Pursuant to **Article IV, Section 10 of the Soapstone Cluster Association Bylaws**, which permits the Board of Directors to take action without a meeting by unanimous written consent, the undersigned Directors hereby consent in writing to the following action.

Proposed Board Action

RESOLVED, that the Board of Directors of the Soapstone Cluster Association hereby approves and adopts the document entitled "**Soapstone Cluster Association Inspection Procedure – Exterior Property Maintenance**," dated January 30, 2026, attached hereto as Exhibit A;

FURTHER RESOLVED, that this Inspection Procedure is adopted pursuant to the Board's authority under the Cluster Bylaws and is intended to establish a clear, consistent, and transparent administrative process for observing, documenting, and communicating exterior property maintenance conditions, and for coordinating, when appropriate, with Reston Association in accordance with the Reston Deed of Dedication and applicable Reston Association Use & Maintenance Standards;

FURTHER RESOLVED, that this Procedure does not create new maintenance or design standards, does not grant the Board independent enforcement or architectural authority, and does not expand or narrow the meaning of Reston Association standards, all enforcement authority remaining with Reston Association;

FURTHER RESOLVED, that the adopted Inspection Procedure shall become part of the official policies of the Association and shall be maintained with the Association's permanent records.

Effectiveness

This Board action shall become **effective on**:

the date the final Director signs this Written Consent the following date: April 1, 2026

Unanimous Written Consent

By signing below, each Director affirms that:

- They are a duly elected Director of the Soapstone Cluster Association
- They have reviewed and approve the action stated above
- This consent represents their unanimous approval in lieu of a meeting

Signatures of the Board of Directors

(All Directors must sign for this action to be valid)

Director Name: Sebila Raubacher, President

Director Name: Jeff Davis, Treasurer

Signature:

Signature:

Date: February 20, 2026

Date: February 20, 2026

Director Name: Adam Smith, Secretary

Signature:

Date: February 20, 2026

This Written Consent shall be maintained with the official records of the Association and attached to the minutes of the next Board meeting.