

**A RESOLUTION OF THE BOARD OF DIRECTORS OF CHATEAU RIDGELAKE CONDOMINIUM ASSOCIATION, INC. SETTING FORTH A POLICY FOR ANNUAL AIR CONDITIONER MAINTENANCE, CLEANING AND SERVICE REQUIREMENT**

The Board of Directors has set forth the following policy regarding ANNUAL AIR CONDITIONER MAINTENANCE, CLEANING AND SERVICE REQUIREMENT. This policy will remain in effect until changed by action of the Board of Directors.

**ANNUAL AC MAINTENANCE, CLEANING AND SERVICE POLICY**

All Unit Owners are required to have their air conditioner unit cleaned and serviced at least once a year, prior to May 30<sup>th</sup> of each year at a cost payable by the Unit Owner. Evidence of such maintenance, cleaning, and service shall be sent to the Condominium Association no later than June 1<sup>st</sup> of each year. Contractor must be licensed with the State and fully insured. AC air filters should be replaced by the unit owner monthly to avoid debris buildup.

**FAILURE TO ADHERE TO THIS REQUIREMENT BY THE DUE DATE WILL RESULT IN A FINE TO BE DETERMINED BY THE BOARD.**

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all unit owners at their last known addresses.

This resolution was adopted by the Board of Directors on this 21<sup>st</sup> day of MARCH, 20 19, and shall be effective on an even date herewith.

IN WITNESS WHEREOF, the undersigned has hereunto affixed her hand this 21<sup>st</sup> day of MARCH, 20 19.

CHATEAU RIDGELAKE CONDOMINIUM ASSOCIATION, INC.  
a not-for-profit Louisiana Corporation

By: A. C. Ravichandran 3/21/2019  
Ann Ravichandran, President

**CERTIFICATE**

The undersigned hereby certifies that she is the Secretary of Chateau Ridgelake Condominium Association, Inc., a corporation organized and existing under the laws of the State of Louisiana; that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Directors of said corporation held on this 21<sup>st</sup> day of MARCH, 2019, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this 21<sup>st</sup> day of MARCH, 20 19

CHATEAU RIDGELAKE ASSOCIATION, INC.  
a not-for-profit Louisiana Corporation

By: Celeste Myers  
Celeste Myers, Secretary