

SNOWDEN OVERLOOK COMMUNITY ASSOCIATION
POLICY RESOLUTION NO.: 82415
DELEGATIONS OF EXPENDITURE AUTHORITY

It is hereby resolved that, effective immediately, the SOCA board of directors delegates the following authorities for approving expenditures of SOCA funds:

A. To the association manager:

1. Payment of all expenses that are routine or approved in advance by the board. These include periodic payments under board-approved contracts for management, preventive maintenance, cleaning, security, pool management, utilities, insurance premiums, leases, etc.

2. Payment for services already rendered that are essentially non-discretionary, such as utility bills and tax payments. This does not include invoices for which the board president or vice president are expected to have special knowledge of the work done, such as attorney bills.

3. Emergency expenditures required to protect safety or association property, notifying the board of them as soon as possible.

B. To the SOCA Office Manager and Lifestyle Coordinator, under the direction of the association manager:

1. All expenses for routine office and clubhouse supplies, such as paper, ink, pens, coffee or tea supplies, paper goods (towels, toilet paper, soap, cleaning supplies, etc.)

2. Purchase of supplies for SOCA social events. Note, however, that the total amount of SOCA subsidy (cost net of attendance fees) for any event that exceeds \$500 must be approved in advance by the board.

C. To the president of the board of directors, or in the president's absence, the vice president:

1. Discretionary purchases or other expenses, each of which is not to exceed \$500.

2. Expenditures for routine maintenance or repairs for which time is of the essence, notifying the board promptly.

3. Authorizing payment of invoices from attorneys or others for which the president or vice president have special knowledge.

4. Expenditures for emergency response to protect safety or association property, notifying the board of them as soon as possible.

I certify that this policy was adopted by the board of directors on 8/24/2015

President, Snowden Overlook Community Association:

