



Creek Homeowners Association, Inc.  
**RESOLUTION**  
*Spending Authority of Individual Officers of the  
Board of Directors*

On Thursday, March 10, 2016 at the regular monthly Board of Directors meeting of Cross Creek Homeowners Association held at 7:00pm; and

**WHEREAS:**

“Bylaws” is the By-Laws of Cross Creek Homeowners Association, Inc., “Association” is Cross Creek Homeowners’ Association, and “Board” is the Association’s Board of Directors; and

**Article XI(8) of the Bylaws:**

- Authorizes the Treasurer to disburse such funds as directed by resolution of the Board

**WHEREAS**, the Board deems it in the Association’s best interest to establish spending authority limits for the individual officers of the Board of Directors in accordance with the Bylaws of the Association.

**NOW THEREFORE BE IT RESOLVED THAT** the Board, by unanimous consent of those in attendance, hereby establishes the following spending authority limits for individual officers with regard to various expenses as they pertain to the execution of their respective duties. Said spending authority limits refer to single transactions, whereas cumulative spending is limited by the annual budget as adopted by the Board in March each year.

- Vice President – As the officer responsible for all paid staff (per the job description posted on the CCHOA website), the Vice President sets the rate of pay for a pool administrator, lifeguards, assistant lifeguards, swim instructors and any camp instructors. The Vice President also determines the number of hours that may be worked by these individuals. Therefore, the Vice President may authorize expenses up to \$300 of any budget line item for which he/she is responsible without prior Board approval. Those line items are Pool Staff (64020) and Swim & Rec Instruction (64030). The Vice President authorizes these expenses by signing off on timecards and submitting them to the bookkeeper so that paychecks may be issued. It is recognized that payments to the pool administrator for whom a single paycheck can amount to \$800 will be an exception to the Vice President’s limit. Prior Board approval will not be required in this instance.
- Treasurer – As the officer responsible for the purchase of Office Supplies (64302) and Postage (64301), the Treasurer may incur expenses up to \$200 of these budget line items without prior Board approval. The Treasurer is also responsible for the timely payment of Employer Expenses (64100), Accounting Expenses (64250), Utilities (64600), Insurance (62900) and Administrative Expenses like Corporate Tax and Licensing (64205), Website Hosting (64204), Bank Service



Charges (64206) and Legal Filing Fees (64207). Therefore, the Treasurer shall authorize payment of these expenses as incurred or billed without prior Board approval assuming that the Treasurer, using his/her judgment as a reasonable person with a fiduciary duty to protect the assets of the Association, does not deem there to be anything out of the ordinary upon reviewing each bill. The Treasurer authorizes payment by either utilizing the HOA debit card or submitting the bills to bookkeeper so that a check may be issued. All payments made using the HOA debit card will be reported to the board at the monthly meeting.

- Maintenance – As the officer responsible for the maintenance of all common areas owned by the Association including, but not limited to, the Recreation Center, Pool, Walking Paths and Sport Courts, the Maintenance Officer is responsible for hiring contractors to perform various tasks and purchasing supplies from vendors. Therefore, the Maintenance Officer may authorize expenses up to \$400 of any budget line item for which he/she is responsible without prior Board approval. Those line items are Pool Supplies & Repairs (60101), Rec Center Supplies & Repairs (61101), Common Area Supplies & Repairs (62101), RV Lot Supplies & Repairs (62200), Common Area Landscape (62302), Building Maintenance – Cleaning Service (62303) and Property Maintenance – Handyman (62305). The Maintenance Officer will authorize payment of these expenses by either replying via email when invoices are submitted electronically for her/his review or by physically signing off on the invoices as received. On occasion, the Maintenance Officer may also opt to pay for items personally then submit a request for reimbursement. However, this should only be done on a limited basis and the amount shall not exceed her/his spending authority limit of \$400 of any budget line item specified above. It is noted that for certain budget line items like Common Area Landscape (62302) and Building Maintenance – Cleaning Service (62303) the Board will have approved a contract. Therefore, payments made in accordance with that contract will not require the Maintenance Officer's authorization.
- President, Secretary, Property Standards and Recreation Center/RV Lot – In the course of performing their duties, these officers will likely have need for paper, envelopes and postage. For purchases totaling less than \$20, these officers may use their personal money then submit a request for reimbursement to the Treasurer. However, larger purchases (greater than \$20) should be completed by the Treasurer (with Board approval if beyond the Treasurer's spending authority).

**BE IT FURTHER RESOLVED THAT:**

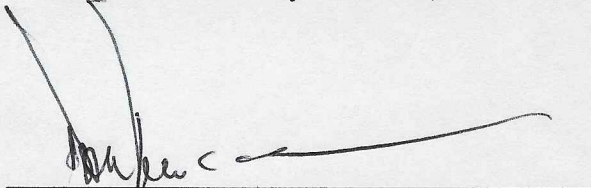
- For budget line items not specifically addressed in this Resolution, majority Board approval should be obtained BEFORE incurring the expense. Board approval may be obtained by vote at the monthly meeting or via email.
- In the event payment of an expense shall cause the amount budgeted for such expenses to be exceeded, then the Board must be informed and approval obtained prior to payment (preferably before incurring the expense) even if the expense is within the Officer's individual spending authority.
- The purpose of this Resolution is to better control the outflow of Association funds by ensuring that most expenses are subject to the review and approval of the



entire Board and thereby promotes transparency. This Resolution is not intended to inhibit individual officers from properly carrying out the duties with which they've been charged. That said, in the event an expense exceeds an individual officer's spending authority, it should be communicated to the Board via email at the time it's incurred.

The Board shall retain the right to amend or repeal this Resolution in the future.

Executed this 10<sup>th</sup> day of March, 2016

  
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Don Durcan, Association President  
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Kelli Smyth, Association Secretary