

SPENDING AUTHORITIES (BOARD DELEGATED)

The following guideline documents a Board resolution delegating spending authority to various job positions at Heritage Grand HOA. The resolution was given in an “evergreen format” so as to remain in effect until cancelled or revised by a future Board resolution.

Job Position	Incumbent	Spending Authority
Maintenance Chair	Bill Covington	\$3,000
Activities Committee Chair	Mary Tarlton	\$200
Clubhouse Staff Manager	Jennifer Rivera	\$1,000

Delegation specifics:

- Spending authority is invoice by invoice, not cumulative spending over some period of time.
- Maintenance spending authority is limited to repair of existing physical assets or replacement in kind.
- Procurement of new physical assets, upgrading of physical assets or annual/multi-year service contracts/equipment leasing shall be approved by the Board.
- Service contracts shall be approved by the Board (exception: contracts written in conjunction with a specific Board-approved committee recommendation).
- Project spending in excess of delegated spending authority will be administered per the “Standing Committee Recommendations for HG Spending” guideline.
- Incumbent spending authorities may be transferred to another for a temporary, fixed period of time if both previously approved in writing by the Board and this authorization communicated to Staff.

Heritage Grand-specific job history and experience is evaluated by the Board in its spending authorization decisions, and delegated authority is individual-specific (authority is not automatically transferred to new individuals moving into a position).

Maintenance Committee Chair experience/delegation amounts might align with the following:

- Yet to prepare maintenance annual budget components \$500
- One year in the job plus having prepared a MC budget \$1,500
- Greater than one year in the job plus budget experience \$3,000
- “Emergency” response (to minimize damage) as needed

Clubhouse Staff Manager experience/delegation amounts might align with the following:

- Manager to have minimum 1-year HG experience in the position or a Board waiver
- Delegation for “routine clubhouse” facilities repair (lightbulb replacement, plumbing leak repairs, cleaning, system winterizing, and the like), “normal” office supplies and equipment, and the like \$1,000
- Approval of staff payroll within Treasurer-set limits
- “Emergency” response (to minimize damage); expectation is to notify the Board as soon as reasonable as needed

This guideline was ratified by majority vote of the Board on 10/11/21.

Secretary