

Standing Committee Recommendations for HG Spending

Due to communications failures between groups, recommendations for spending that require Board approval will now be addressed in the following way:

1. The recommendation will be delivered to the Board in writing (preferably electronically and issue-by-issue versus as a single *collection* of requests). It may be sent to staff or directly to all Board members.

This recommendation will include:

- (a) the recommendation itself including a “not to exceed” cost plus information likely needed by the Board for recommendation understanding,
 - (b) any special time constraints (if any),
 - (c) which budget line item is proposed to be debited, and
 - (d) a contact name, phone number, and email address.
2. The recommendation, based on the indicated timing constraints, will either:
 - (a) be added to the next Board meeting’s agenda for consideration of approval (the routine process), or
 - (b) be addressed by the Board in its faster email vote process (assuming the Board concurs with the necessity of quick turnaround).
 3. Recommendations requiring “emergency” response will be handled appropriately (not through this more orderly but time-consuming process).

It is acknowledged that spending either follows this documentation process, fits into an emergency status per item 3 above, or utilizes a current Board-delegated spending authority process.

Although sometimes requested, the Board does not repay individuals who procure items for the HOA without first obtaining Board permission.

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

Board Secretary