

**RESOLUTION OF THE BOARD OF DIRECTORS
OF BROADLANDS ASSOCIATION, INC.**

**PURCHASING POLICY RESOLUTION 2013-2
(Authority Granted to General Manager)**

WHEREAS, Article 4, Section 4.1 of the Bylaws grants the Board of Directors all powers necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by the Act or the Association Documents to be exercised and done by the members; and

WHEREAS, the Board of Directors deems it necessary and in the best interests of the Association to establish policies and procedures for the Association's General Manager to make purchases on behalf of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures shall be adopted to address complaints made by members of the Association and other citizens.

A. Contractual Recurring Expenses. The General Manager may pay expenses which the Association is legally obligated to pay by contract which are identified in the annual budget and recur each month without obtaining the approval of the Board of Directors.

B. Non-contractual Budgeted Purchases. The General Manager may make non-contractual purchases in amounts less than \$5,000 identified in the annual budget without seeking approval from the Board of Directors. The Manager may make non-contractual purchases identified in the annual budget in amounts in excess of \$5,000, but no more than \$10,000 after receiving the approval of the President or Treasurer of the Board of Directors. The Manager may make non-contractual purchases identified in the annual budget in amounts in excess of \$10,000 only after receiving the approval of the Board of Directors. The General Manager shall provide written documentation to the Board of Directors of purchases made without Board or Officer approval at its next meeting.

C. Non-contractual Unbudgeted Purchases. The General Manager may make non-contractual purchases in amounts less than \$2,500 not identified in the annual budget without seeking approval from the Board of Directors. The Manager may make non-contractual purchases identified in the annual budget in amounts in excess of \$2,500, but no more than \$5,000 after receiving the approval of the President or Treasurer of the Board of Directors. The Manager may make non-contractual purchases identified in the annual budget in amounts in excess of \$5,000 only after receiving the approval of the Board of Directors. The General Manager shall provide written documentation to the Board of Directors of purchases made without Board approval at its next meeting.

D. Emergency Purchases. Notwithstanding the other provisions of this resolution, the General Manager may make purchases up to \$5,000 without seeking approval from the Board of Directors if the purchases are necessary to remedy a hazardous condition on Association property

which creates an imminent threat of bodily harm or death. The Manager may make purchased in excess of \$5,000 after receiving approval from an Officer. The General Manager must attempt to notify all members of the Board of Director immediately after making such a purchase.

This resolution was duly adopted by the Board of Directors this 13th day of August, 2013.

The effective date of this Resolution shall be September 15th, 2013.

BROADLANDS ASSOCIATION

BY: 

Brian Beahm, President