

**CANAL RUN HOMEOWNERS ASSOCIATION, INC.**

**Minor Delegated Purchase Policy**

**WHEREAS**, there is a consistent and frequent need to make minor purchases, particularly repairs to community assets, to benefit the Canal Run Homeowners Association (HOA);

**WHEREAS**, in the past the management agent has made minor purchases to benefit the HOA without receiving direct authorization from the Board of Directors (Board);

**WHEREAS**, the management agreement restricts the ability of the management agent to “make any single unbudgeted expenditure’s or incur any non-recurring contractual obligation exceeding Seven Hundred Fifty Dollars (\$750.00) without the prior consent of the Association Board,” and

**WHEREAS**, clarifying and putting in place a policy concerning what purchases can be made without the approval of the Board is in the best interest of the HOA.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors adopts the following policy:

1. The Board grants the authority to the management agent to make purchases up to \$250 on items that need to be replaced (including items associated with the repairs) without approval of the Board. The management agent will, to the extent possible, work with the relevant Committee chair, or the Board President if the purchase is for an item in an area outside of the jurisdiction of a committee, prior to such a purchase. After such a purchase, the management agent will notify the Board Treasurer within two business days of the purchase and will inform the Board of such purchase at the next scheduled Board meeting.
2. The Board of Directors grants the authority to the management agent to make purchases up to \$100 on any other item without approval of the Board as long as the management agent gets the approval from the relevant Committee chair or the Board President if the purchase is for an item in an area outside of the jurisdiction of a committee. The Committee chair and/or Board President reserve the right to delay purchase of any item until the Board can meet and vote on the item. After such a purchase, the management agent will notify the Board Treasurer within two business days of the purchase and will inform the Board of such purchase at the next scheduled Board meeting.
3. Effective Date. This policy shall be effective this 16<sup>th</sup> day of October 2019.

Adopted by the Board of Directors this \_\_\_\_ day of October 2019.