

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Expense Authorization and Financial Account Signatory Policy

Purpose: To establish a written policy for incurring and authorizing expenditures of the Association and designating bank account signatories.

Overview: Pursuant to Section 5.16 of the Association Bylaws, the Board of Directors may appoint an Executive Committee that consists of two or more members of the Board. Such Executive Committee shall have and may exercise all of the powers of the Board in management of the business and affairs of the Association during the period between the meetings of the Board, with certain exclusions.

In addition, pursuant to the Association's contract with the Community Association Management Company (Management), Management may only incur expenses on behalf of the Association within specific parameters.

Policy Statement: The Board of Directors narrowly defined the powers afforded in Section 5.16 so as to only include the routine approval for services to be performed and authorization of expenditures for services rendered, and appointed the President and Treasurer by resolution.

Expense Authorization Protocols:

Management shall not incur any obligation or expense on behalf of the Association which exceeds the sum of One Thousand Dollars (\$1,000.00) as allowed for in the approved operating budget.

The President or Treasurer, along with one other officer of the Association, may approve proposals, estimates or invoices as allowed for in the approved operating budget, not to exceed Five Thousand Dollars (\$5,000.00).

If a proposal, estimate or invoice is for a new service, an unbudgeted expense or project, or for maintenance and repair expenses exceeding \$5,000.00, it shall be taken up at the next meeting of the Board of Directors.

Bank Account Signatories:

The President and Treasurer shall be designated as signatories on all financial accounts of the Association and must provide their social security number and copies of their driver's license as required by the financial institution.