

**Resolution of the Board of Directors of the
Bellasera Community Association
Adopting a Project Management and
Spending Authority Policy**

RESOLVED, by Motion made and seconded, the Board approves the following PROJECT MANAGEMENT AND SPENDING AUTHORITY POLICY, amending and restating all prior spending authorizations and project management policies, to be effective immediately.

PROJECT MANAGEMENT AND SPENDING AUTHORITY POLICY

This POLICY amends and restates all prior policies dealing with spending authorizations and project management and is effective immediately.

All HOA expenditures and projects will be authorized and managed as follows:

1. Any expenditure up to \$5,000 will be managed according to the following guidelines:

(a) The Community Manager may spend up to \$500.00 for necessary operating expenses and repair or replacement of reserve items, with prior approval of any Board member required, but will advise the President and Treasurer of such expenses;

(b) The President may spend up to \$3,000.00 for necessary operating expenses and repair or replacement of reserve items, with prior approval of any other Board member required; and

(c) The President, with the approval of the Treasurer, may spend any amount over \$3,000.00 and up to \$5,000.00 for necessary operating expenses and repair or replacement of reserve items, with prior approval of any other Board member required.

2. Any expenditure over \$5,000.00 will be managed according to the following guidelines:

a. Projects from \$5,001.00 to \$10,000.00:

Scope of work will be prepared

Three bids will be obtained

Community Manager will review bids and recommend a vendor

Board will review recommendation and approve expenditure

b. Projects from \$10,001.00 to \$50,000.00:

Detailed scope of work to be developed

A minimum of three bids will be obtained

A designated Board member will review the bids and recommend a vendor.

Board will approve the expenditure

c. Projects over \$50,000.00:

Board will designate a project coordinator who will generally be a Board member.

A subject matter expert will be identified and hired to assist in developing a detailed scope of work. Scope of work will include requirements, detailed execution steps and a set of expected deliverables

A minimum of three bids will be obtained

The subject matter expert will review bids with the project coordinator to identify a vendor

Board will approve expenditure

Project coordinator will interface with vendor during the execution phase of the project

Milestone meetings will be scheduled

At the conclusion of the project an after action critique will be conducted and documented.

3. Contracted Services:

Contracted services for landscape maintenance, clubhouse maintenance, pool service, security services and other contracts over \$5,001.00 will be reviewed annually by the Board for compliance to the terms of the contract.

When the contract expires the expenditure guidelines above will apply to the renewal process. The subject matter expert in the case of contracted services will generally be a Board member.

4. Engineering Costs.

All costs and expenses for hiring a subject matter expert to render initial assessments, reviews and assistance in determining a need for work, developing a detailed scope of work and/or management of a project are excluded from the policy requirements of paragraph 2 and may be contracted for by the Board without the need for competitive bids, as determined from time to time by the Board.

5. Change Orders.

All contracts for Projects referenced in Paragraph 2 a-c approved by the Board shall include an automatic unilateral authorization vested in the President to approve any change order, up to an additional ten percent (10%) of the contract price, as the President deems necessary to complete the Project for the benefit of the Association.

By: 
Richard Hoffman - President

Date 12/30/21