

Treehill Park Homeowners Assn.

RESOLUTION 02-4

Board Administrative and Financial Limits of Authority

Board Officers and Committee Members

WHEREAS in order to enable the Board to operate in the most efficient manner possible, it is necessary for each Board Member to have clearly defined areas of responsibility, and

WHEREAS the Property Manager must often deal with more than one Board Member in day-to-day operations, it is necessary for the Property Manager to also understand each Board Member's limits of authority,

NOW THEREFORE BE IT RESOLVED, that the following shall serve as a guideline for responsibilities and duties of Members of the Treehill Board:

1) ADMINISTRATIVE AUTHORITY

Chair

The Board Chair is responsible for the overall activities of the Board. In addition, the Chair shall be responsible for the administrative duties of the Board. These duties will include, but not be limited to:

- Set the agenda for Board meetings
- Prepare resolutions for Board approval
- Obtain an attorney's opinion, as necessary, on any contracts to be signed by or on behalf of the Association
- Sign contracts or direct the Management Company to sign on behalf of the Association
- Obtain bids on projects, or direct other Board Members, or the Property Manager to obtain bids
- Meet with vendors as necessary
- Assist in preparing the annual budget
- Be named as one of three signatories on Association financial matters requiring the signatures of two Board Members
- Stay apprised of the on-going activities of other Board Members
- Serve on other Association committees as necessary

Vice Chair

The Vice Chair shall:

- Assume the duties of the Chair in the event the Chair is absent
- Be named as one of three signatories on Association financial matters requiring the signatures of two Board Members
- Serve on other Association committees as necessary.

Treasurer

The Treasurer shall:

- Prepare the monthly financial report for the Board

- Provide information on the financial status of various committee budgets as required
- Review monthly financial statements and obtain clarification as necessary
- Suggest budget revisions as necessary throughout the year
- Be named as one of three signatories on Association financial matters requiring the signatures of two Board Members
- Assist in preparing the annual budget
- Recommend changes to the Association's financial accounts (such as transferring funds to Money Market accounts or Certificates of Deposit)
- Monitor the status of Money Market or Certificate of Deposit accounts and inform the Board when it is time to transfer funds
- Serve on other Association committees as necessary

Secretary

The Secretary shall:

- Take minutes at Board or other Association meetings
- Submit the minutes for approval
- Serve on other Association committees as necessary

Other Board Members

Other Board Members shall:

- Propose projects for Board approval
- Obtain bids and meet with vendors as necessary
- Serve on other Association committees as necessary

2) DECISIONS OF THE BOARD:

Once the Board has voted either for or against an issue or course of action, the decision of the Board may not be changed by any member of the Board. If a Board member feels strongly about an issue, the member's opinion must be expressed prior to a vote of the Board.

When issues are before the Board, the Chair will ensure adequate time is provided to hear all arguments for and against an issue.

3) SPECIAL PROJECTS:

From time-to-time a Board Member may be assigned or may volunteer to assume responsibility for a special project. Depending on the nature of the special project, the Board may set guidelines for expectations on how the work is to be accomplished.

The Board Member responsible for the special project is the point of contact (POC) for all issues pertaining to the job.

If another Board Member has concerns about how the special project is being handled, their concerns must be brought to the POC and, if necessary, to the Board Chair. The Chair will intervene if necessary, or will bring the issue to the rest of the Board for evaluation. Board Members not directly involved in the special project do not have the authority to make decisions or change procedures affecting the project.

4) FINANCIAL AUTHORITY:

- Board Members serving on additional committees such as Landscape and Maintenance shall have authority to spend up to \$500.00 on the purchase of supplies or services as long as they do not exceed the amount budgeted for that line item.

- Purchases in excess of \$500.00 up to \$1,000.00 require the approval of the Treasurer and the Board Chair.

- Purchases in excess of \$1,000.00 must be submitted to the Board for approval.

- Other Board Members who identify needs or services costing less than \$500.00 should bring these issues to the Chair who will either approve the expenditure, or place the issue on the agenda to be addressed at the next meeting.

5) BEHAVIOR OF BOARD MEMBERS:

Board Members are responsible for enforcing the rules as set forth in the governing documents of the Association. Because of that responsibility, Board Members should first, and foremost, ensure that they conduct themselves and maintain their units in a manner keeping with the intent of those documents. Board Members are not exempt from any rules other homeowners or residents are expected to follow.

Adopted by the Board October 28, 2002

/s/ Carol Colleen

Board Chair

/s/ Aloha Rath

Board Secretary