

TOWER LAKES CONDO ASSOCIATION

Board of Trustees

Fiscal Policy 2014-09
Subject: Volunteers/Bill Payment Authorization
Date: July 12, 2014
Effective Date: July 16, 2014, 2014
Reference: Purchasing Policy 2014-08 and
 Processing of Expenditures Policy 2014-05
Authority: Bruce Hultberg, President, Board of Trustees

In the event that the Tower Lakes Board of Trustees has authorized a volunteer (non-board member) to assume any work or supervisory responsibilities normally handled by a member of the Tower Lakes Board of Trustees, the Purchasing Policy 2014-08 and Processing of Expenditures Policy 2014-05 shall apply.

Since a volunteer is not authorized to encumber or create any fiscal responsibility upon the Board of Trustees, the following shall apply:

The resident (volunteer) may encumber work for a Tower Lakes related project if authorized by the Board of Trustees. In the event that the volunteer has any personal expenses for this project or any related expenses for Tower Lakes and it was previously approved by the Board of Trustees in conjunction with the Purchasing Policy, this request for reimbursement and/or payment shall be submitted to the Board Member granting the prior approval of the expense. That Board Member shall then complete the approval by utilizing the Processing of Expenditures Policy.

Under no circumstances will any resident (volunteer) authorize or approve any work project that results in a cost to the Tower Lakes Board of Trustees without following the above outlined procedure.

In the case of Lawn Mowing, Chemical Application, Landscaping, Snow Removal or Garbage pickup, where a resident (volunteer) is overseeing this project, they shall work under the direct supervision of a member of the Tower Lakes Board of

Trustees and all related documentation, bills and any other issues relating to that project shall be addressed through the respectively assigned Trustee.

Any other projects as so designated by the President of the Board of Trustees shall follow the same procedure as outlined above.