

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: 8/31/2024	Title: Contract Bidding and Signing	Author: Karla Hayden
Date Approved by BOD: 8/31/2024		Reviewer(s): Doug Rau Denise Hicks
Next Review Date: 8/31/2026		

Statement of Purpose

The purpose of this policy is to establish guidelines and procedures for the signing of contracts by the board of directors of the Eight Point Lake Property Owners' Corporation (EPLPOC).

This policy aims to ensure clarity, consistency, transparency, compliance, financial accountability, and continuity in governance to facilitate smooth transitions by clearly outlining roles, responsibilities, and processes for contract and risk management activities.

Policy

This policy applies to all contracts entered into by the EPLPOC, including but not limited to service agreements, bidding, vendor contracts, maintenance agreements, and lease agreements.

The EPLPOC Board of Directors has the authority to approve and delegate the signature of contracts on behalf of the Corporation as long as the approval process has been followed and legal requirements are met.

The Board may delegate contract approval authority to specific officers, committees, or legal representatives, as deemed necessary, provided such delegation is documented in writing and adheres to applicable legal requirements.

Procedure

- 1. Contract/Bid Review and Approval Process:**
 - 1.1. All proposed contracts/bids shall be reviewed by the Board Chair, Treasurer, and the designated committee chair to assess their terms, conditions, and financial implications for the association.
 - 1.2. All contractors/vendors/suppliers must provide a W-9 and proof of insurance as applicable to the service being rendered.

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- 1.3. Contracts/bids exceeding a predetermined financial threshold or budget as established by the Treasurer and approved by the Board of Directors, shall require formal approval from the Board of Directors through a vote during a regular or special meeting.
 - 1.4. Prior to signing any contract, the Board or its designated representatives shall ensure compliance with applicable laws, regulations, the EPLPOC bylaws and policy/procedures.
 - 1.5. Contracts involving significant financial commitments, long-term obligations, or do not correspond with current Bylaws or policies and procedures, shall be subject to additional scrutiny and review by legal counsel or financial advisors, as necessary. This may require a full Board of Directors approval by vote.
- 2. Signing Authority:**
- 2.1. The Chairperson, Treasurer and another Board of Directors designated officer, shall typically sign contracts on behalf of the Corporation.
 - 2.2. Contracts signed on behalf of the Corporation must include at least 3 signatures; the BoD Chair, Treasurer, and the respective Committee chair.
 - 2.3. The signature must include: "Eight Point Lake Property Owners Corporation by: Name and Title".
 - 2.4. In the absence of the Chairperson, Treasurer, or the Committee Chair, another designated officer, authorized by the Board as a member of the Corporation, may sign contracts in replacement.
 - 2.5. All contracts shall be signed in accordance with the signing authority established by the Board, which outlines the individuals authorized to sign contracts based on their experience, financial value and nature.
- 3. Documentation and Record-keeping:**
- 3.1. Copies of all executed contracts shall be maintained and accessible to Board members and authorized personnel.
 - 3.2. Contracts shall be properly indexed, labeled, and organized for easy retrieval and reference by the treasurer.
 - 3.3. Records of contract approvals, amendments, terminations, and related correspondence shall be documented and retained in accordance with the EPLPOC Records Retention policy.
- 4. Training and Compliance:**
- 4.1. Board members and designated personnel responsible for contract management shall receive training on the provisions of this policy and their roles and responsibilities therein.
 - 4.2. The Board shall periodically review and update this policy as necessary to ensure its relevance and effectiveness.
 - 4.3. Compliance with this policy shall be monitored and enforced by the Board or its designated committee, with appropriate corrective action taken for any violations or non-compliance.

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5. Adoption and Communication:

- 5.1. This policy shall be adopted by the Board of Directors through a formal vote and communicated to all Board members.
- 5.2. Any amendments or revisions to this policy shall be approved by the Board and communicated to affected parties in a timely manner.

6. Conclusion:

This policy sets forth guidelines and procedures for the signing of contracts by the EPLPOC, ensuring prudent decision-making, legal compliance, and accountability in contract management activities.

REVISION HISTORY

Rev #	Date	Description of Changes	Revised By
1.0	8/31/2024	Document origination.	Karla Hayden