

STANDARD OPERATING PROCEDURES FOR THE GLEN OAKS MANOR BOARD OF DIRECTORS

1. Any item of business that may affect a homeowner should be presented to the Board as a motion so that the action will be clearly documented in the minutes.
2. Be in attendance and punctual at the Board Meetings
3. Review agenda prior to the Board meeting and prepare for your input at the meeting.
4. Develop and provide an electronic, or if e-mail is not available to you, a written report to all Board members, by Thursday before the meeting date, on your area of responsibility. The report should cover the following, if applicable:
 - A. What you have done since the last meeting along with any paperwork that is needed to be reviewed.
 - B. What you currently are doing which includes paperwork for approval.
 - C. What you plan to do by the next meeting.
5. Keep Board apprised of any issues of grave concern that emerge between Board meetings, i.e., safety, financial, infrastructure mishaps, new federal, state, or local regulations, etc.
6. There should be two Officers' signatures on all checks
7. Inform the President and submit your report in advance if you are going to be absent from the Board Meeting. You may have a committee member present your issue if it is something that cannot wait.
8. Before requesting approval by the Board to undertake a project, old or new, the information listed below should be part of the request:
 - A. Why the project is needed. How will it help/improve the community both short and long term.
 - B. Cost of the project; are funds available.
 - C. What resources are needed to complete the project, i.e., staff, equipment, etc.
 - D. Projected cost for the upkeep
 - E. One time payments vs. cyclical payment
 - F. Impact of cost on the total budget
 - G. Obtain bids, if required.
9. Execute your role within the guidelines of our governing documents as well as the Florida statutes.
10. Ensure that all decisions made by the Board are for the benefit of the Association and not for individual Board or committee members.

Re-typed 2020
Original (2016)

Financial Guidelines

As Amended July 30, 2007

Minutes Approved Sept. 24, 2007

A discretionary amount of \$500.00 may be expended without board approval providing funds are available within the proposed budget.

All fiscal expenditures over \$500.00 must be approved by the board at a scheduled meeting and a written contract executed prior to commencement of the work. These contracts will only be considered if vendor or contractor has their own current liability insurance and present themselves as private contractors.

Once approval is obtained and a contract executed any escalation or overrun exceeding the above discretionary amount must be brought back to the board for approval. After such approval is obtained the contract must be amended to reflect the changes.

All non-recurring invoices presented for payment must be approved by the director who contracted the work. Invoices will not be considered for payment until after the successful completion of the contract. The only deviation will be for an initial deposit extension of funds for material to start a properly executed contract. Any invoice that does not meet the above criteria will not be considered for payment.

Invoices and checks will be processed bi-monthly. Two of the four officers of the Association must sign all checks. These rules may only be circumvented in extreme emergencies, and even in those circumstances must be considered by the management company and at least one officer prior to proceeding.