

Policy Resolution #7-20 Expense Payment Procedures
West Hill Estates Homeowners Association (WHEHOA)
Interpretation of Bylaws, CC&Rs and Policy Resolutions Pertaining to Expense Payment
Procedures

WHEREAS, Article 2, Section 2.2(b) and (c) of the West Hill Estates Homeowners Association Bylaws states, in part:

“Powers. The Association has such powers and duties as may be granted to it by the Act, including each of the powers set forth in ORS 94.630, as the statute may be amended to expand the scope of association duties and powers, together with such additional powers and duties afforded by the Declaration, the Articles of Incorporation, these Bylaws and the Oregon Nonprofit Corporation Act, including the following: (12) From time to time adopt, modify, or revoke such Policies and Procedures governing the conduct of persons and the operation and use of the Lots, the Common Maintenance Area or any Common Property as the Board of Directors may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Property; (13) Enforcement by legal means of the provisions of the Declaration, these Bylaws and any Policies and Procedures adopted thereunder.

Governance: The affairs of the Association shall be governed by the Board of Directors as provided in these Bylaws. Owners have no authority to act on behalf of the Association and may take action with respect to affairs of the Association as specifically provided under the Declaration, these Bylaws, or the Act.”

WHEREAS, Article 2 of Articles of Incorporation of West Hill Estates Homeowners’ Association An Oregon Non-Profit Corporation filed with the Oregon Secretary of State on February 22, 1995, states in part:

“The purposes for which said corporation is organized are: To promote the health, safety and welfare of residents within the boundaries of WEST HILL ESTATES SUBDIVISION, and for this purpose . . . to fix assessments (or charges) to be levied against the property; to enforce any and all covenants, conditions and restrictions, and agreements applicable to the property; . . . and insofar as permitted by law, do any other things that, in the opinion of the Board of Directors, shall promote the common benefit and enjoyment of the residents of the properties.”

IT IS RESOLVED, the Policy Resolution #7-20 Expense Payment Procedures be and hereby is adopted, ratified and confirmed:

The Board of Directors hereby adopts Policy Resolution #7-20 Expense Payment Procedures, attached hereto as Exhibit A and by this reference incorporated herein.

The Board of Directors also repeals West Hill Estates Homeowners Association Policy Resolution #17-18 Procedure for Payment of WHEHOA Expenses adopted on June 28, 2018.

Duly adopted at a meeting of the Board of Directors of the West Hill Estates Homeowners Association held February 20, 2020. The Policy will be effective February 20, 2020.

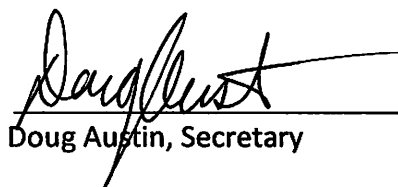
Board of Directors 2019-2020	Vote
Scott Gilbert, President	Yes
Tom Gwynn, Vice President	Yes
Lorna O’Guinn, Treasurer	Yes
Doug Austin, Secretary	Yes
Sami Wright, member at large	Yes
Gudrun Hoobler, member at large	Yes
Steve Masten, member at large	Yes

ATTEST:



Scott Gilbert, President

February 20, 2020
(date)



Doug Austin, Secretary

February 20, 2020
(date)

Exhibit A:**Policy Resolution #7-20 Expense Payment Procedures****Interpretation of Bylaws, CC&Rs and Policy Resolutions Pertaining to Expense Payment Procedures****BACKGROUND AND PURPOSE (Bylaws Section 5.7, 7.6, 7.7)**

The Board of Directors is responsible for the management and administration of the affairs of the Association including the payment of legitimate obligations and expenses incurred by the Association. The following policy and procedures are adopted for use when discharging this responsibility:

1. The Treasurer is the responsible officer for administering the payment of legitimate obligations and expenses incurred by the Board. This responsibility includes oversight of payments made by any management services or accounting provider employed by the Board.
2. Payments for obligations and expenses are made from designated accounts in the Association's banking institution. These payments may be made by either the Treasurer or a management services or accounting provider employed by the Board.
3. Payment will be authorized for obligations and expenses as described below:
 - a. Reimbursement for purchases by a Director require submission of a written requisition request to the Treasurer including:
 - Items or services purchased
 - Purpose of purchase
 - Total amount of purchase
 - Dates of purchase
 - Name and address of the director
 - Receipts for the purchase must accompany the request.

Upon receipt of the requisition request the Treasurer shall issue a check or authorize payment by the management service or accounting provider.
 - b. Periodic payments for contract services approved by the Board such as Common Maintenance Area grounds maintenance or management service fees are authorized at the time of contractual approval by the Board and for the amount and duration approved. The Treasurer shall issue a check or authorize payment by the management service or accounting provider of invoices received for the contracted services.
 - c. Administrative obligations including corporate registration fees, insurance premiums, bank fees, postal box fees, utilities costs and similar fees will be paid at the time due and/or invoiced without further need for authorization. The Treasurer shall issue a check or authorize payment by the management service or accounting provider for these obligations.
 - d. A Director, as specified below, shall be responsible for authorizing payment of directly billed invoices for expenses incurred related to their committee. When authorization is received the Treasurer shall issue a check or authorize payment by the management service or accounting provider.
 - Newsletter expense – Newsletter Editor

- Approved Common Maintenance Area improvements or maintenance – Chair of Common Maintenance Area Committee
 - Legal counsel fees – Director designated as legal point of contact
 - Welcome program gifts – Chair of Welcome Committee
4. The Treasurer, if appropriate, may develop and specify the use of forms for the requisition of reimbursements and authorization of payments.
 5. The Treasurer will ensure payments are recorded in the appropriate approved budget line item of the Association books.
 6. Authorization of payments over \$1,000 requires the signature of the President, or a professional manager if one is authorized by the Board, in accordance with the Association Bylaws.
 7. The Treasurer shall provide periodic statements of payments to the Board.
 8. The Treasurer will ensure a record with supporting documentation is kept of all payments authorized and made from Association funds.

*Certified True Copy
Doug Austin
WHEHOA Secretary*