

LITTLE ROCKY RUN HOMEOWNERS ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type: POLICY No. 2012-5

Pertaining to: PURCHASING POLICY

Duly adopted at a meeting of the Board of Trustees held: January 10, 2013

Motion by: Katie McGovern Seconded by: Jerre Thomas

Vote: Yes No Abstain Absent

Brian H Bleeze
President: Brian Bleeze

✓

Katie McGovern
Vice President: Katie McGovern

✓

John Charters
Treasurer: John Charters

✓

John Lindsay
Secretary: John Lindsay

✓

Jerre Thomas
Trustee: Jerre Thomas

✓

Scott McAuliffe
Trustee: Scott McAuliffe

✓

Joe Stein
Trustee: Joe Stein

✓

FILE:

Book of Minutes: 2013

Book of Resolutions

Resolution Effective Date: 1/11/13

LITTLE ROCKY RUN HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2012-5
(Purchasing Policy)

WHEREAS, Little Rocky Run Homeowners Association (the “Association”) is a Virginia nonstock corporation and subject to the provisions of the Virginia Nonstock Corporation Act; and,

WHEREAS, Article III, Section 3 (b), of the Declaration of Covenants and Restrictions for Little Rocky Run Homeowners Association assigns to the Board of Trustees all powers for the conduct of affairs of the Association which are enabled by law or the Founding Documents which are not specifically reserved to Members or the Developer and;

WHEREAS, Article VI, Section 8, of the Bylaws of the Association vests in the Board of Trustees all powers for the conduct of the affairs of the Association which are enabled by law, the Declaration and the Articles of Incorporation which are not specifically reserved to the members; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of the Association to establish and publish procedures for the purchase of goods and services on behalf of the Association.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- I. Purchases of goods and/or services with a value of less than \$250 require each of the following:
 - a. Authorization by any permanent, full-time employee of the Association;
 - b. An original receipt which clearly describes the goods or services purchased;
 - c. An accompanying statement which allocates the purchase to the proper line item in the budget and chart of account and contains the signature of the person purchasing the goods and/or services; and,
 - d. Submittal to the community manager or the community manager’s designee of a completed check request form at the time payment or reimbursement by check is requested.
- II. Purchases of goods and/or services with a value of at least \$250 and less than \$1,500 require shall require each of the following:
 - a. At least east one quotation, estimate or proposal for the scope and cost of the proposed purchase;
 - b. An accompanying statement which allocates the purchase to the proper line item in the budget and chart of account; and,
 - c. Submittal to the community manager or the community manager’s designee of a completed check request form if payment or reimbursement by check is requested.

III. Purchases of goods and/or services worth a value of at least \$1,500 and less than \$5,000 shall require each of the following:

- a. Authorization by two Board members, one of whom shall be either the president or the treasurer;
- b. Documentation evidencing an attempt to obtain at least three estimates, quotations or proposals from a business licensed to conduct business in Fairfax County which fully discloses the scope and cost of the proposed purchase;
- c. An accompanying statement which allocates the purchase to the proper line item in the budget and chart of account and contains the signature of the person purchasing the goods and/or services; and,
- d. Submittal to the community manager or the community manager's designee of a completed check request form.

IV. Purchases of goods and/or services with a value of at least \$5,000 shall require each of the following:

- a. Authorization by the Board of Trustees by a recorded vote taken at a regularly scheduled meeting, special meeting, or a completed action in lieu of a meeting;
- b. A request for proposals prepared by the Board of Trustees, a full-time employee or standing committee on behalf of the Association;
- c. Submittal of proposals by three or more businesses licensed to conduct business in Fairfax County which fully discloses the scope and cost of the proposed purchase.
- d. Recommendations from pertinent committee and/or board if available in a timely fashion;
- e. A signed contract with the selected company following authorization by the Board of Trustees;
- f. An accompanying statement which allocates the purchase to the proper line in the budget and chart of account and contains the signature of the person purchasing the goods and/or services; and,
- g. Submittal to the community manager or the community manager's designee of a completed check request form.

V. Waiver of Requirement for Multiple Proposals:

The Board of Trustees, in its discretion, may waive the requirements for obtaining multiple proposals contained in Sections III and IV, above, whenever it determines it to be in the best interest of the Association, as, for example, a new contract for a continuing project with the same vendor is proposed, provided a resolution of the Board of Trustees, setting forth the justification for the waiver of these requirements, is adopted at a regular or special meeting of the Board or by consent to action in lieu of meeting that complies with the requirements of the Board of Trustees.

VI. Taxes:

All applicable taxes shall be paid on any purchases made by the Association. Vendors providing goods must indicate that all taxes have been paid on the products they are providing to the Association. If goods are purchased from vendors such as out-of-state companies and the sales tax has not been collected, the proper amount of state sales tax will be added to the cost, maintained in a special account and paid on the schedule determined by the Commonwealth of Virginia Department of Taxation.

VII. Petty Cash:

The petty cash account shall not exceed \$350. The account shall be reconciled by staff weekly and replenished bi-weekly. Receipts are required for all amounts paid out of that account.

The Board of Trustees adopted this Resolution at a duly convened meeting on the 10 day of January, 2013, and directed that the same be incorporated into the Book of Resolutions.

LITTLE ROCKY RUN HOMEOWNERS
ASSOCIATION

Brian M. Bleeze

Brian Bleeze, President