

# WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

## SECTION II

### ADMINISTRATIVE

#### 1. ASSOCIATION OFFICE

##### 1.01 **Creation:**

The Board of Directors of the Wedgefield Plantation Association hereby resolves that an Association office shall be maintained on premises, and shall be the primary location for storage of Association records.

##### 1.02 **Location:**

1.02.01 The office shall be located at 20 Wraggs Ferry Road, Georgetown, SC 29440

##### 1.02.02 **Official Mailing Address:**

The mailing address for the Wedgefield Plantation Association shall be: 1956 Wedgefield Road, Georgetown, SC 29440 and all official letterhead, forms, etc. shall have this address. A mailbox using this address shall be maintained at the office location. In addition, a Post Office Box will be maintained for the receipt of business mailings.

##### 1.03 **Office Open Hours:**

It shall be the policy of the WPA to have the office open and manned Monday thru Thursday from 9:00 a.m. to 2:00 p.m. until such time as the Board deems other hours are desirable to meet the needs of the membership.

##### 1.04 **Keys to Office:**

1.04.01 Keys to the Association office shall be issued only to board members and committee chairpersons who have a legitimate need to enter the office after or before regular business hours.

1.04.02 A log shall be maintained of those individuals having keys in their possession.

1.04.03 Any board or committee person holding a key shall surrender that key at the time of their retirement or resignation from office.

##### 1.05 **Maintenance of Office:**

Every effort will be made, within budget, to maintain our office in as comfortable, safe, and sound conditions as possible, in order to provide a reasonably pleasant work environment.

##### 1.06 **Office Use:**

The office has not been designed for community use; however, there is a common area inside the building that may be used for residents of WPA provided the following procedures are followed:

Office Building Operating Guidelines  
Office Building Usage and Fees

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User Responsibilities  
Reservations  
Cancellations  
Application/Contract  
Office Facility Damage Guidelines  
Checklist for Use of Wedgefield Office  
Resident Use Application

These documents may be obtained at the office. See Appendix II Forms 1, 2 and 3.

### **2. PART-TIME OFFICE PERSONNEL**

#### **2.01 Employed By:**

The Association shall hire a part-time employee(s) to man the Association office.

#### **2.02 Fringe Benefits:**

No health insurance, paid vacations, paid sick days, or other types of fringe benefit shall be available to this employee(s).

#### **2.03 Primary Duties & Job Description:**

This employee shall be a general office clerk with primary functions in the Association financial record keeping. A job description shall be maintained for this employee and shall be updated periodically as conditions warrant.

### **3. DOCUMENT STORAGE**

#### **3.01 Purpose:**

For the purpose of safely storing important financial, historical, and legal documents in keeping with the formal "Records Retention Program", original documents will be stored in a fire proof safe at the office or a safe deposit box may be rented from a local financial institution. Backup copies will be electronically maintained.

#### **3.02 Authorized Entry:**

The authorized directors for access and entry into the safe or safety deposit box shall be the President and Secretary. The names of the authorized directors shall be designated each year at the re-organizational meeting. An access log will be maintained and should be signed before entry into the safe. See Appendix II-4

### **4. MAILING PERMIT ACCOUNT**

4.01 It shall be the policy of the WPA to periodically deposit funds with the Georgetown Post Office in our Mailing Permit Account to cover bulk mailings. The amount to be periodically deposited will be set, as is necessary to meet our anticipated postage costs for a six-month period, by resolution of the Board.

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### **5. OFFICE SUPPLIES**

#### **5.01 Purchase of Office Supplies:**

- 5.01.01 It shall be the policy of the WPA to allow the Secretary or Treasurer to purchase office supplies not to exceed \$500 without prior approval of the Board. Refer to Procurement Policy Section 11.01.01. (Rev. 6/16/15)
- 5.01.02 It shall be the policy of the WPA to establish account(s) with major office supply dealers in order to secure office supplies and be billed for these supplies. Refer to Procurement Policy Section 11.01.02.
- 5.01.03 Purchases in excess of \$500 will comply with Procurement Policy Section 11.02.01. (Rev.6/16/15)

### **6. OTHER PURCHASES BY BOARD AND COMMITTEE CHAIRPERSON**

- 6.01 The President, Vice President, Secretary, Treasurer, ARC Chairperson, Legal Chairperson, Finance Chairperson, Communication Chairperson, Welcome Committee Chairperson, Drainage Chairperson, Water Amenities Chairperson, Roads Chairperson, Condo Liaison Chairperson, Grounds Chairperson, and Compliance Chairperson have the right to make purchases up to \$500 as a single event not related or part of a larger project without prior approval from the board, provided adequate funds are available in the budget and approved by an Executive Board Member prior to the purchase. (Rev.1/19/16)(Rev.8/20/19)
- 6.02 All purchases in excess of \$500 must first be approved at a regular monthly Board Meeting or a Special Open Meeting called for that purpose. (Rev. 6/16/15)
- 6.03 All approved expenditures for services \$1,000 or more shall require a written contract signed by the President and Secretary of the WPA and the vendor supplying the service. (Rev. 8/20/19)

### **7. BIDS FOR MINOR AND MAJOR EXPENDITURES**

- 7.01 It shall be the policy of the WPA to secure three bids on expenditures exceeding \$2,500 when available and prudent. The Board may waive this requirement when necessary. Refer to Procurement Policy Section 11.03. (Rev. 6/16/15)
- 7.01.01 Service contract to be a 2 year term for Accounting and Maintenance. (Rev. 4/16/13)
- 7.02 Major expenditures in excess of \$5,000 may only be made after Board Approval. Refer to Procurement Policy Section 11.04. (Rev. 6/16/15)

### **8. LAW FIRM RETENTION**

- 8.01 The Board shall retain a primary law firm to advise the Board on the legal aspects of matters of concern for the Wedgefield Plantation Association. A letter of retention shall be maintained on file. A secondary firm shall be utilized only when a conflict of interest arises with the primary firm.

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### **9. INSURANCE**

9.01 The WPA shall assure that insurance coverage is in effect for both Directors and Officers Liability and Comprehensive General Business Liability. This coverage shall be reviewed yearly.

### **10. RECORD RETENTION**

10.01 Association records are a vital link to both the present and the past. In the event of catastrophic damage to the office due to hurricane, fire, etc. the Board has adopted the following "Record Retention Schedule" to assure the safety of our vital records.

#### **10.02 Record Retention Schedule**

10.02.01 Files to be retained at the Association Office. See "Retention Schedule".

10.02.02 Files to be retained in the Association Office safe or a Safety Deposit Box.

1. Corporate Charter – Hard Copy – Permanent
2. By-Laws & Covenants – Hard Copy – Permanent
3. Current Contracts – Hard Copy – Until expiration of contract
4. Certificates of Deposit or Other Investments
5. Deeds – Hard Copy – Permanent
6. Legal Correspondence – Hard Copy-Permanent
7. Income Tax Returns (Federal & State)-Hard Copy-Most recent 3 yrs.
8. Identification Numbers (Federal & State)-Hard Copy-Permanent
9. Insurance Policies-Hard Copy-Until expiration and Statute of Limitations (7 yrs.)
10. Annual Reports-Electronic Media-Permanent
11. Annual Budget-Electronic Media-Permanent
12. Monthly Board Minutes-Tapes-Permanent
13. Board Policies-Electronic Media-Quarterly Update-Year End Records-Permanent
14. General Ledger-Electronic Media-Quarterly Update-Year End Records-Permanent
15. Membership Accounts Receivable-Electronic Media-Quarterly Update-Year End Records-Permanent

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### RETENTION SCHEDULE

NAME OF FILE	CURRENT FILE	PERIOD	METHOD	LOCATION
Annual Reports	2 years	Permanent		
Articles of Incorporation	Permanent			
As Built Specification Plans	Permanent			
Assessment Information	1 year	7 years		
Assessment Status	1 year	7 years		
Bank Reconciliations	1 year	1 year		
Budget	1 year	Permanent		
Cancelled Checks & Bank Statements	1 year	7 years		
Cash Disbursement Journal	1 year	Permanent		
Cash Receipts Journal	1 year	Permanent		
Certificate of Insurance	1 year	7 years		
Committee Reports	1 year	3 years		
Contracts	1 year	7 years		
Correspondence-General	1 year	3 years		
Correspondence- Legal & Contracts	1 year	Permanent		
Declaration	Permanent			
Deeds	Permanent			
Duplicate Deposit Tickets	1 year	1 year		
Employee Applications	1 year	1 year		
Employee Files-Separated	1 year	7 years		
Federal Income Tax Returns	3 years	Permanent		
Financial Statements-Monthly	1 year	7 years		
General Ledgers	1 year	Permanent		
General Journals	1 year	Permanent		

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NAME OF FILE	CURRENT FILE	PERIOD	METHOD	LOCATION
Identification #'s Fed & State	Permanent			
Insurance Policies	1 year	7 years		
Insurance Claims-Open	Until Settled			
Insurance Claims-Settled	1 year	7 years		
Insurance Statements	1 year	7 years		
Invoices from Suppliers	1 year	7 years		
Leases-Unexpired		Until Expired		
Leases-Expired	7 years			
Legal Files-Open Matters	Until Closed			
Legal Files-Closed	1 year	Permanent		
List-Mailing, etc.	1 year			
Management Notices	1 year	3 years		
Minutes-Board of Directors	1 year	Permanent		
Newsletters	1 year	3 years		
Payroll Records	1 year	7 years		
Plat of Survey	Permanent			
Proposals	1 year	7 years		
Purchase Orders	1 year	1 year		
Real Estate Taxes	1 year	7 years		
Right of First Refusal Letters	1 year	Permanent		
Rules & Regulations	Permanent			
State Income Tax Returns	3 years	Permanent		
Unemployment Taxes	3 years	Permanent		
Warranties-Unexpired	Until Expired			
Warranties-Expired		Permanent		
Withholding Tax Returns	3 years	Permanent		

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### 11. PROCUREMENT

#### 11.01 All Purchases of \$500.00 or Less

11.01.01 It shall be the policy of the WPA to allow the Secretary, or Treasurer to authorize the purchase of office supplies not to exceed \$500 without prior approval of the Board. (Rev. 6/16/15)

11.01.02 It shall be the policy of the WPA to establish account(s) with major office supply dealers in order to secure office supplies and be billed for those supplies.

11.01.03 The President, Vice President, Secretary, Treasurer, ARC Chairperson, Legal Chairperson, Finance Chairperson, Communication Chairperson, Welcome Committee Chairperson, Drainage Chairperson, Water Amenities Chairperson, Roads Chairperson, Condo Liaison Chairperson, Grounds Chairperson, and Compliance Chairperson have the right to make purchases up to \$500 as a single event not related or part of a larger project, without prior approval from the board, provided adequate funds are available in the budget and approved by an Executive Board Member prior to the purchase. (Rev. 1/19/16) (Rev. 8/20/19).

#### 11.02 **Purchases in excess of \$500 but less than \$2,500**

11.02.01 All purchases in excess of \$500 must first be approved at a regular monthly Board Meeting or a Special Open Meeting called for that purpose. (Rev. 6/16/15)

11.02.02 All approved expenditures for services \$1,000 or more shall require a written contract signed by the President and Secretary of the WPA and the vendor supplying the service. (Rev. 8/20/19)

#### 11.03 **Purchases in excess of \$2,500 but less than \$5,000- Minor Expenditures**

11.03.01 Expenditures in excess of \$2,500 but less than \$5,000 can only be made after Board approval. These expenditures require a scope of work to be prepared prior to being submitted to the Board. The scope of work will specify: a) why the work is to be done; b) exactly what is to be accomplished by the expenditure; and c) the measurable results from the work. It is desirable to secure three or more bids for this work; however, if not practical, the Board may accept a single bid for the work. (Rev. 6/16/15)

11.03.02 It is the Board's responsibility to inspect the work accomplished and to review the project at the next Board meeting subsequent to the completion of the work. After Board agreement and approval of the accomplished work, the Board will issue an approval to pay the contractor who performed the work.

11.03.03 It is essential that a paper trail be developed for each step in the project so the Board Audit Committee can review these expenditures and work performance at the year end.

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### 11.04 Purchases of \$5,000 or more- Major Expenditures

- 11.04.01 Expenditures in excess of \$5,000 are considered major expenditures and can only be made after Board approval. These expenditures require a scope of work to be prepared prior to being submitted to the Board. The scope of work will specify: a) why the work is to be done; b) exactly what is to be accomplished by the expenditure; and c) the measurable results from the work. (Rev. 6/16/15)
- 11.04.02 If the project is of such a large magnitude that it will require partial payment as specific aspects of the work are accomplished, then deliverables at the end of these milestones must be provided in the scope of work. A licensed professional engineer may be hired at the Boards discretion. (Rev. 6/16/15)
- 11.04.03 It is desirable to secure three bids for this work. If this is not practical, the Board may accept a single bid. In some instances, if there is insufficient expertise on the Board, project review by an engineer or other qualified professional may be desirable. (Rev.6/16/15)
- 11.04.04 It is the Board's responsibility to inspect the work accomplished and to review the project at the next Board meeting subsequent to the completion of the work. After Board agreement and approval of the accomplished work, the Board will issue an approval to pay the contractor who performed the work. This procedure will be applied to milestone payments as well as total project payments.
- 11.04.05 It is essential that a paper trail be developed for each step in the project so the Board Audit Committee can review these expenditures and work performance at year end.



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### Appendix II-1

#### OFFICE BUILDING OPERATING GUIDELINES

The office has NOT been designed for community use. However, there is a common area inside the building that may be of use for residents of WPA.

In order to maximize such usage and enjoyment, the following guidelines have been approved by the WPA Board. These guidelines are subject to change at any time.

1. The office is available for use by WPA residents and Association Committees and Boards. Office use by WPA Committees and Boards does not require a \$50.00 security deposit.
2. Only WPA residents who are current in their assessment payments are eligible to reserve and use the Office facility. Non-residents are NOT allowed to rent the facility.
3. First priority for use of building will be given to governing bodies such as the Board of Directors and Association Committee meetings. Otherwise, scheduling will be on a first-come first-served basis. The WPA Board reserves the right to establish further priorities as the need arises.

#### **A. OFFICE BUILDING USAGE AND FEES**

1. A security deposit of \$50 will be required for all residents/groups. This amount is due at the time of reservation of the facility. A security deposit of \$50 will be refunded to the user less any damage costs or cleaning. If such costs exceed \$50, the user will be billed for the additional amount. Please make checks out to WPA. Office use by WPA Committee's and Boards does not require \$50.00 deposit.
2. For hours and dates of availability, please check with the office: 546-2718

#### **B. USER RESPONSIBILITIES**

1. Inner area behind door and glass may NOT be used.
2. SUPERVISION: Children attending event MUST BE supervised at all times, whether inside or outside the building. Damage to the building, common areas, etc. caused by unsupervised children will be responsibility of Permit Holder.
3. The resident executing the contract must be in attendance at said activity.
4. All chairs and tables MUST be wiped clean and stacked on storage racks.

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5. Supplies and materials brought into the building must not have a potential for creating damage: i.e. paints, acids, heating devices.
6. Absolutely no objects such as nails, tape, tacks, candles and substances which cause damage shall be placed on walls or window surfaces. If signs or banners need to be hung, please use adhesive products that do not damage or leave marks on walls.
7. Turn OFF ALL lights after use.
8. Make complete inspection of building, including bathrooms, before leaving premises.
9. Smoking is NOT allowed inside of building. DO NOT throw butts on sidewalk, grass, and parking lot. (Rev. 6/16/15)
10. Notify the Association office if building is in any disarray- HOA Telephone Number is: (843) 546-2718. Leave message.
11. Do not allow more than the maximum number of persons permitted by law (95) to occupy the building/rooms during the scheduled event.
12. Inform the Association office of any type of activity planned by filling out Application for office use.
13. No alcoholic beverages permitted in the office.
14. Permit Holder understands that the WPA Homeowners Association, its Directors, Officers, Agents and Employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever.
15. Permit Holder understands that failure to comply or adhere to all guidelines and/or responsibilities may result in penalties imposed on them.

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**C. RESERVATIONS**

Reservations can be made no more than 6 months in advance. The Association reserves the right to cancel a lower priority for a higher priority function. Arrangements for reservations will be made through office staff. At the time of reservation the following fees are due: \$50 security deposit. Office Use Application must be filled out.

**D. CANCELLATIONS**

By WPA HOA- If a reservation is cancelled for a higher priority- i.e. meeting held by governing bodies, all funds or deposits will be refunded. Lower priority functions may not be cancelled for a higher priority functions within four (4) weeks of the date reserved.

**E. APPLICATION/CONTRACT**

Application will be completed for ALL functions requiring payment of security deposit and usage fee.

**F. DAMAGE GUIDELINES- TYPE OF DAMAGE/APPROXIMATE COST**

- Pins, nails, tape, etc. used on walls or ceiling- MINIMUM CHARGE- \$20.00
- Floors, walls, or doors scuffed, dented, gouged, and marred in any way- to be assessed according to degree of damage and materials needed to repair.
- Broken windows- Cost of replacement (including labor)
- Broken chairs or tables- Cost of replacement or repair.
- Bathroom damage- Cost of parts and labor.
- Appliance damage- Cost of parts and labor.
- Broken light bulbs- Cost of parts.

Those renting the office are also reminded to be courteous to the residents that live near the office: (Rev. 6/16/15)

I have read and understand all **USER RESPONSIBILITIES AND GUIDELINES** listed above.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**CHECKLIST FOR USE OF WEDGEFIELD OFFICE**

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

- \_\_\_\_\_ ALL tables and chairs MUST be wiped off before restacking on storage racks.
- \_\_\_\_\_ Thermostat set at 75-80° on the “COOL” setting in summer and at 65° on the “HEAT” setting in winter.
- \_\_\_\_\_ All interior lights turned off.
- \_\_\_\_\_ Floors cleared of debris and spills.
- \_\_\_\_\_ Trash and garbage bagged and removed from property.
- \_\_\_\_\_ No pins, nails, tape, etc. allowed on walls or ceiling.
- \_\_\_\_\_ All items brought in for event must be removed.
- \_\_\_\_\_ All exterior doors locked when leaving the office.
- \_\_\_\_\_ All cigarette/cigar butts littering the perimeter of the building must be removed as well as other decorative or food debris left from the event.
- \_\_\_\_\_ Parking is provided at the office along Wedgefield and the parking lot behind the office which is accessible from Wedgefield Road.

Please return to WPA office after completion of event.

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**RESIDENT USE APPLICATION**

1. Resident responsible for office reservations \_\_\_\_\_
  2. Phone number of resident \_\_\_\_\_
  3. Date of event \_\_\_\_\_
  4. Type of event \_\_\_\_\_
  5. Number of people attending \_\_\_\_\_
- 

**The below to be completed by WPA office personnel**

1. Date application submitted \_\_\_\_\_
2. Approved by \_\_\_\_\_
3. Security deposit (\$50)      YES or NO (circle one)



