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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.

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.

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

6.01 The President, Vice President, Secretary, Treasurer, ARC Chairperson, Legal Chairperson, Drainage Chairperson, Roads Chairperson, or Grounds Chairperson shall have the right to make purchases up to $500 without prior approval of the Board provided adequate funds are available in the appropriate budget and the availability of the funds are confirmed with the Treasurer. Reporting of the transaction shall be made by the purchaser at the next scheduled Board Meeting. Refer to Procurement Policy Section 11.01.03.

6.02 All purchases in excess of $500 must first be approved at a regular monthly Board Meeting or at a Special Meeting called for that purpose.. Refer to Procurement Policy Section 11.02.01.

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.

7.02 Major expenditures in excess of $5,000 may only be made after Board Approval. Refer to Procurement Policy Section 11.04.

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.

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.

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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.

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, Drainage Chairperson, Roads Chairperson or Grounds Chairperson shall have the right to make purchases up to $500.00 as a single event, not related to or part of a larger project, without prior approval of the Board. Reporting of the transaction shall be made by the purchaser at the next scheduled Board Meeting.

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.

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.

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.

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

11.04.01 Expenditures in excess of $5,000 are considered major expenditures and may 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.

11.04.02 If the project is of such a large magnitude that it will require partial payment as specific aspects of the work is accomplished, then deliverables at the end of these milestones must

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be provided in the scope of work. A licensed professional engineer may be hired at the Board's discretion.

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.

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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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.

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 function 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:

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

SIGNATURE: ____

DATE: ______________________________