



Boca Greens Homeowners Association  
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### **POLICY CHANGE: SPENDING PROCEDURE FOR COMMITTEES**

Due to the recent approval at last month's meeting regarding the spending freeze, it is pertinent that we as a board address the issue of board members in charge of committees being able to spend any money without authorization from the rest of the board.

The policy needs to be changed to reflect an exact procedure/process to follow.

It is agreed upon that when a board member in charge of a committee wants to spend any money, the committee board member must present to the board members at a duly called meeting the following information:

1. What it is they would like to spend the money on and how it will be beneficial to the community. (Committee must approve project/item first; committee notes to be attached to the spending request.)
2. Any plans, pictures, etc. must be submitted along with the request a minimum of seven (7) days prior to the next scheduled monthly board meeting to all of the board members. Should a site visit be in the best interest of the board in order to fully familiarize the board members with the request, the President may elect to call a pre-board meeting at which a quorum of the board must be present. Should a quorum not be available to attend the pre board meeting, the President can elect to postpone consideration of the matter until such time as is convenient for a quorum to attend the pre board meeting.
3. What portion of the budget the project/item would be purchased from. (Make sure you have funding for the project/item.)
4. If a majority of the board members agree with the project than committee board member will contact the property manager via email, with copies to all board members, to take the necessary steps to accomplish the project.
5. If a majority of approval is not reached, project/item will not be considered at that time.
6. There will be no exception to this process.
7. Any violations of this process by any member of the board shall require that board member's committee chairman status to be reviewed & possibly revoked.

Since a current policy exists for the President of the Association to authorize up to \$1,500.00 in the case of an emergency, then effective immediately, the property manager will email the entire board requesting authorization for an emergency expense up to the \$1,500.00 amount and will need approval from the majority of the board within 24 hours. The President will then authorize the expense.