

Wheatherstone Property Owners Association

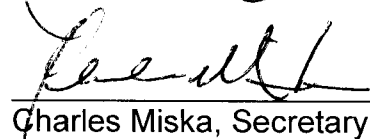
Written Resolution of the Board of Directors

We, the undersigned, being Directors of Wheatherstone Property Owners Association (WPOA), do hereby adopt the following resolution passed at the July 7, 2014 meeting of the WPOA Board of Directors.

It is resolved, effective the 7th day of July, 2014, that the Wheatherstone Property Owners Association adopts the Purchasing Protocol document dated May 1, 2010 that is attached to this cover sheet.

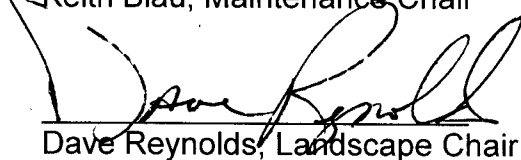
Directors


Eleanor Kurtus, Chair


Charles Miska, Secretary


Vic Goodman, Treasurer


Keith Blau, Maintenance Chair


Dave Reynolds, Landscape Chair

Wheatherstone Property Owners Association - Purchasing Protocol
May 1, 2010

All contracts and agreements necessary for the management, maintenance, repair, and upgrade of Wheatherstone, which are made by the Wheatherstone Property Owners Association board, shall be governed by the following protocol.

1. **Contracts, agreements, or purchases of \$1000 or more, for budgeted expenditures,** will require three competitive bids. The three bid requirement can be waived if and only if the authorized board members have experience with reoccurring repair projects, that had three bids previously, during the same year and may use their experience with past vendors of like projects and costs to determine the vendor of choice or if fewer than three competitive companies are available to bid and the board approves the waiver. The selection of the project award or point of purchase will be determined by the best value for Wheatherstone based on the cost, work quality, quality of the raw materials/products used, company reliability, reputation/performance from past Wheatherstone contracts or referrals, starting time, and the expected speed of completion of the project. Signatures of the authorized board member will be required for contract/agreement execution or purchase. In the event of a Wheatherstone emergency and the absence of the authorized board member, at least two (2) other board members may agree to authorize the emergency expenditure or make the purchases. Non-budgeted items will require board approval unless the purchase is a Wheatherstone emergency project
2. **All purchases less than \$500** will be made at the discretion of the authorized board member for budgeted items. The selection of the project award or point of purchase will be determined by the best value for Wheatherstone based on the cost, work quality, quality of the raw materials/products used, company reliability, reputation/performance from past Wheatherstone contracts or referrals, starting time, and the expected speed of completion of the project. Signatures of the authorized board member will be required for contract/agreement execution or purchase. In the event of a Wheatherstone emergency and the absence of the authorized board member, at least two (2) other board members may agree to authorize the emergency expenditure or make the purchases. Non-budgeted items will require board approval unless the purchase is a Wheatherstone emergency project.
3. **All non-budgeted purchases or purchases greater than \$500 must be approved by the board.**
4. All contracts and agreements must be made with companies, individuals, or agencies, hereinafter called contractor, that are licensed, bonded, and insured. When dealing with a contractor, for the first time the initiating board member must adhere to the following procedure:
 - a) Obtain the contractors CCB Number (Construction Contractor Board) and do an online contractor search to check for disciplinary action, disputes, etc.
 - b) Have the contractor complete a W-9 form for tax purposes. If the contractor claims that he does not need the form, he must still provide his Tax I.D. number and sign the form adding a sentence that he files taxes as a corporation. The forms are available from the Wheatherstone Treasurer.
5. Invoices should be directed to the Treasurer and the Treasurer will make the payments directly for the expenditures.