

**Sunset Greens Homeowners Association
Board of Directors Resolution Number 2004.**

**Subject: Director's Expense Reimbursement Policy and Procedures
#5**

BACKGROUND: Members of the Sunset Greens Homeowners' Association Board of Directors regularly incur expenses associated with their positions on the Board of Directors that would otherwise not be incurred. By way of example, these expenses include expenses for the purchase of fax ribbons and ink cartridges, fax and copy paper, long distance phone charges where toll free lines are not available, postage and supplies, file folders and filing supplies, and other general office supplies. Therefore, it is necessary for the Board of Directors to adopt a policy resolution governing the reimbursement of these expenses.

RECOMMENDATION: NOW THEREFORE BE IT RESOLVED THAT the following shall apply:

- Taylor Association Management (TAM) has a toll free line, 1-888-764-8639, and directors shall use this number whenever possible. If necessary, directors will incur long distance charges to communicate with TAM by phone or FAX. Directors shall submit receipts to TAM for reimbursement, whether for individual long distance charges or for the purchase of a more cost effective phone card. TAM shall track charges for all long distance calls and phone cards by Director for the Sunset Greens Homeowners Association (SSG HOA).
- Periodically, directors will communicate by United States Postal Service with TAM, other contractors or homeowners. Directors shall submit receipts to TAM for reimbursement. TAM shall track all USPS charges by Director for the SSG HOA.
- Directors need office supplies as necessary to fulfill their SSG HOA duties and responsibilities. These supplies include but are not limited to paper for FAX machines and printers, cartridges for FAX machines and printers, file folders, storage containers, stationary supplies, and other office supplies as needed to manage the SSG HOA business. Directors shall submit receipts to TAM for reimbursement. TAM shall track all office supply charges by Director for the SSG HOA.
- A General Ledger account shall be opened by TAM for BOD expenses to facilitate the tracking of these expenses.

This resolution is duly adopted in resolution format at the January 14, 2004, Board of Directors Meeting.

MOTION BY: Judy Wilson
Judy Wilson, Treasurer

SECONDED BY: Cindy Meyer 1/14/04
Cindy Meyer, President

ATTESTED: Patti Adams 1-14-2004
Patti Adams, Secretary