

Purpose

This Sunland Owners Association (SLOA) fiscal policy establishes guidelines for donations, vendor selection, payment authorization, and financial accountability to ensure transparency, fiscal responsibility, and compliance with Washington State laws.

1. Donations to Outside Groups

1.1. Policy Statement:

SLOA's primary responsibility is to serve its members and maintain common areas. Donations to external organizations should align with the association's mission and benefit the community.

1.2. Guidelines for Donations:

- Donations must be approved and documented by the Board in a public meeting.
- The total annual donation budget shall not exceed 2% of the SLOA's annual operating budget.
- All donations must be documented, including the recipient organization's purpose, tax-exempt status, and intended use of funds.

1.3. Ineligible Donations:

Donations will not be made to:

- Political campaigns or candidates.
 - For-profit organizations.
 - Organizations without clear alignment with the HOA's purpose.
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2. Vendor Selection and Quotes

2.1. Policy Statement:

SLOA is committed to obtaining competitive pricing and ensuring quality work.

2.2. Guidelines for Requiring Quotes:

- For work estimated not to exceed \$2,499: One quote and should be documented.
- For work between \$2,500 and \$5,000: A minimum of **two quotes** is required.
- For work over \$5,000: A minimum of **three quotes** is required.

2.3. Exceptions:

- Emergency repairs (e.g., those necessary to prevent property damage or safety risks) may proceed with approval from the Board President or Treasurer.
- Specialized services where fewer qualified vendors exist may require fewer quotes but must include documentation explaining the exception.

2.4. Vendor Evaluation/Selection Criteria:

Quotes will be evaluated based on:

- Price.
 - Quality of materials and workmanship.
 - References or past performance with the SLOA.
 - Compliance with Washington State licensing, insurance, and bonding requirements.
 - For all bids over \$2,499, vendor selection must be approved and documented by the Board in an open meeting.
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3. Payment and Check-Signing Authorization

3.1. Authorization of Payments:

- All invoices must be reviewed and approved by the responsible chair before payment.
- Payments over \$2,500 require Board approval, documented in the meeting minutes.

3.2. Signing Checks:

All checks require two signatures from the following: Treasurer, Board President, or Board Secretary. The Office Manager may be a 2nd signatory if approved by an executive member of the Board.

3.3. Electronic Payments:

- The Treasurer may initiate electronic payments under \$2,500 with supporting documentation.
- Payments over \$2,500 require Board approval and dual authorization.

3.4. Petty Cash Policy:

SLOA does not maintain petty cash. Minor expenses must be reimbursed through submission of receipts and approval by the Treasurer.

4. Accountability and Recordkeeping

4.1. Reporting:



FISCAL POLICY

Adopted: January 13, 2025

A financial report shall be provided to the Board at every board meeting, including income, expenses, and account balances.

4.2. Audit:

Annual financial audits will be conducted by an independent auditor or a qualified third party.

4.3. Recordkeeping:

All financial transactions, including donations, vendor quotes, and payments, must be documented and retained for at least seven years in compliance with Washington State law.

Adopted by the SLOA Board of Directors on January 13, 2025

BOD Meeting Minutes 1.13.25

Motion:

John Hammond moved to accept the Fiscal Policy with the following revisions: Section 4.2 replace the word review with the word audit. Section 3.2 Signing Checks remove: Board President replace with: an executive member of the board. Second by Carey Goeth. Motion passed, unanimous approval. [*Signatures and/or board meeting vote details*]