

CORPORATE RESOLUTION OF THE MAINLANDS SEVEN MAINTENANCE CORPORATION, INC.

WHEREAS, Mainlands Seven Maintenance Corporation, Inc. is the corporate entity charged with the maintenance, management and operation of the Mainlands of Tamarac Lakes Seventh Section; and

WHEREAS, the Board of Directors (hereinafter referred to as "Board") is responsible for the day to day operation of the community and the Association; and

WHEREAS, the By-Laws of the Association provide that the officers, specifically the President and Treasurer of the Association are authorized to sign and endorse checks, drafts or bills of exchange or other orders for the payment of money from the Association's account; and

WHEREAS, the Board of Directors believes that it is necessary to authorize other individuals to execute and endorse such drafts and/or payments from the Association's accounts and finds it necessary to establish parameters for such payments and reimbursements.

NOW, THEREFORE, it is hereby resolved as follows:

No purchase may be made without a numbered purchase order signed by the purchaser and other required approvals and/or signatures, the scope of work to be done or specification describing the item to be purchased must be provided, a description of the need must also be provided. All contracts must be signed by the President and another officer of the Board of Directors.

- a. Any member of the Board may make a purchase on behalf of the Association in the amount of up to \$100.00. Receipts for each purchase must accompany a request for reimbursement.
- b. Purchases and/or payments between \$100.00 to \$999.99 require two signatures, one such signature must be of the Treasurer of the Association.
- c. Purchases and/or payments in the amount of \$1,000.00 to \$4,999.99 require the signature of at least two officers, at least one person being the Treasurer, and must be approved by the Board in advance of the purchase.
- d. Purchases and/or payments in the amount of \$5,000.00 to \$10,000.00 require the advance approval at least six (6) members of the Board of Directors. Checks, drafts or other methods of payment for such purchases require the signature of at least two (2) officers of the Board, once such officer being the Treasurer or President.

- e. All items or services which are not budgeted, and which the cost exceeds \$10,000.00 cannot be undertaken without the approval of the voting members at a general or special meeting called for that purpose as provided for in Article 2, Section 6 of the By-Laws. A purchase and/or payment for said item or service may not be segmented in such a way that the \$10,000.00 limit is circumvented. Items by or from the same vendor or contractor must be distinctly different or a distinctly different function or purpose to qualify as not being segmented to avoid the \$10,000.00 limit. Note, budgeted items or services do not need general meeting approval unless that item or service exceeds the allotted budget line item by 10% or more.

Regardless of how a purchase is made, the above purchase order procedure must be followed. In no case may a signed blank order or check be issued to anyone. The Board of Directors shall be required to obtain at least three (3) written quotes for projects in which the cost exceeds \$2,500.00. The competitive bids shall remain sealed until the deadline for bidding has been closed.

This Resolution was considered at a duly noticed Board meeting held on _____, 1997. There were _____ votes in favor and _____ votes opposed.

Mainlands Seven Maintenance
Corporation, Inc.

By: _____
Robert Roberts, President

Attest: _____
Secretary