BIRKDALE COMMUNITY ASSOCIATION

BOARD RESOLUTION 2026-012

DELEGATION OF GROUNDS EXPENDITURE RESPONSIBILITIES

PURPOSE

This resolution authorizes the delegation of expenditure responsibilities for the care and maintenance of the Common Areas within the Birkdale Community Association.

1. **BOARD RESPONSIBILITIES**

   The Board of Directors is responsible for managing the affairs of the Association, with a primary focus on the maintenance and improvement of Common Areas. The Board may delegate specific duties to committees as permitted by the Association's Bylaws and Master Declarations.

2. **GROUNDS COMMITTEE DUTIES**

   The Grounds Committee is established to recommend and oversee the management of Common Areas. Its responsibilities include:

   - Administering landscape services contracts
   - Overseeing maintenance, refurbishment, or replacement of Common Area features
   - Recommending removal and trimming of trees
   - Recommending hiring contractors or laborers for specific functions
   - Submitting written recommendations and estimates to the BCA President and Treasurer for their approval
   - Aligning all responsibilities with the annual budget approved by the Board.

3. **DELEGATION OF AUTHORITY**

   - The authority to approve invoices for landscape-related expenditures is jointly delegated to the BCA President and Treasurer.
   - This delegation is limited to invoices not exceeding $5,000 each.

- Invoices over $5,000 must be submitted to the Board for approval.
- Any activity not anticipated in the annual budget must be presented to the Board with documentation, including:
    - A written estimate of costs
    - Contractor proposals or bids
    - Scope of work description

4. TERM AND REVIEW

This delegation of authority to approve invoices is herein granted to BCA President Scott Abel or Treasurer Pete Pesetski and shall continue in effect until either officer resigns, completes his elected term of office, or is removal by the Board.

5. APPROVAL AND SIGNATURES

This resolution is effective upon approval by the Board and signature by the President and Secretary.

Date Approved: November 5, 2026

President: *Donald S Abel*

Secretary: _____