

Motion to Authorize Routine Expenses

Date: July 11, 2022

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and, Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the Board to pass a resolution authorizing in advance, certain expenditures, Now therefore in accordance with said Billing Procedure, the Board hereby authorizes the Property Manager to arrange for any Routine Expense by use of Contractors or hired employees of the Property Manager as defined in said Billing Procedure and in the Property Manager's contract in any amount up to \$500 for any single event or at a single location (defined as a single owner's address), during fiscal year 2022-23, provided sufficient funds remain in the appropriate budget account. Such authorization shall be limited to the following categories or accounts: 1. Utility Maintenance accounts 515 thru 519 2. Common Area Maintenance accounts 520 thru 529 3. Unit Maintenance accounts 530 thru 540 and, It shall be the duty of the Property Manager to: 1. Identify tasks by event or location, assign a MR number, add to the MR log and estimate costs of same. 2. Ascertain that sufficient funds remain in the account by consulting the most recent Treasurer's Report before arranging for said expense. 3. Obtain required authorization per the Billing Procedure for said expenses that exceed \$500 or that have exceeded the budgeted amounts. 4. Keep the Board apprised of progress of such work via the Property Managers Report and MR log. 5. Document and submit billing statements identifying each task and its location, including, as appropriate, labor, equipment, materials and totals listed by LCV account to be charged. If such work is provided by the Property Manager or his employees directly, timecards or other suitable documentation for labor and receipts for materials used shall also be provided. 6. File a copy of the completed MR in each appropriate file by LCV address.

Motion by: _____ Tom Maglienti _____

Seconded: _____ Randy LaMora

Vote: Passed Unanimously

Motion to Authorize Emergency Expenses

Date: July 11, 2022

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and, Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the board to pass a resolution authorizing in advance, certain expenditures, Now therefore in accordance with said Billing Procedure, the Board hereby authorizes the Property Manager to arrange for any Emergency Expense by use of Contractors or hired employees of the Property Manager as defined in said Billing Procedure and in the Property Manager's contract in any amount up to \$1000 for any single event or at a single location (defined as a single owner's address), during fiscal year 2022-23. Such authorization shall be limited to the following categories or accounts: 1. Utility Maintenance accounts 515 thru 519 2. Unit Maintenance accounts 530 thru 540 and, It shall be the duty of the Property Manager to: 1. Obtain required authorization per the Billing Procedure for said expenses that are estimated to exceed \$1000. 2. Notify the Board if it is estimated that the expense will exceed the remaining funds in the appropriate budget account. 3. Keep the Board apprised of progress of such work via phone or email and in the Property Managers Report at the next regular board meeting. 4. Document and submit billing statements identifying each task and its location, including, as appropriate, labor, equipment, materials and totals listed by LCV account to be charged. If such work is provided by the Property Manager or his employees directly, timecards or other suitable documentation for labor and receipts for materials used shall also be provided. 5. File a copy of the completed billing statement in each appropriate file by LCV address.

Motion by: _____ Tom Maglienti _____

Seconded: ___ Randy LaMora

Vote: Passed Unanimously

Motion to Authorize Uncontested Expenses

Date: July 11, 2022

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on February 10, 2020 (the Billing Procedure) and, Whereas Paragraph II.2 a. of said Billing Procedure provides that all expenses must be authorized in advance by the Board and may be for a “not to exceed” amount and, Whereas the expenses for utility service for water, sewer and electricity usage provided by the City of Plattsburgh are outside of HOA control and are therefore uncontested expenses which must be paid in full and, Whereas the expenses of Property and Income taxes owed to various taxing entities having jurisdiction are also outside of HOA control and are therefore uncontested expenses which must be paid in full and, Whereas paragraph III, 2, a of the Billing Procedure exempts certain uncontested expenses from verification and, Whereas the Board has included an amount for such expenses as part of its annual approved budget, Now therefore the Board hereby authorizes such expenses for water, sewer and electricity usage and for property and income taxes for the 2022 - 2023 fiscal year in an amount not to exceed the budgeted amounts for said expenses and directs the Treasurer to pay same in accordance with their respective due dates.

Motion by: _____ Tom Maglienti _____

Seconded: ___ Randy LaMora

Vote: Passed Unanimously

Motion to Authorize Attorney Expenses

Date: July 11, 2022

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and, Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the board to pass a resolution authorizing in advance, certain expenditures, Now therefore the Board hereby authorizes the HOA attorney to provide legal services relating to such items as collections, foreclosures, filing of liens, lawsuits and bankruptcies which in his/her sole judgement are in the best interests of the HOA, and to attend board meetings when requested by the board during fiscal year 2022-23. The board also hereby authorizes the HOA attorney to provide legal services relating to the determination of responsibility for HOA infrastructure and to the interpretation of the governing documents of the HOA. It is further understood that services of the HOA attorney authorized by this resolution are limited to those stated and that any other legal services must be authorized in accordance with the said Billing Procedure.

Motion by: ____Tom Maglienti_____

Seconded: Randy LaMora_____

Vote: Passed Unanimously