

The Vineyard Homeowners Association Expenditure Authorization Guideline


Roles & Authority Levels

Role / Entity	Authorization Limit	Comments / Requirements
Property Management Company	Up to \$500 per expense	For routine maintenance, minor repairs, small supplies — provided the expenditure was forecast / budgeted. Must submit invoice/receipt and include in monthly financial report to Board.
HOA President (or designated officer)	Up to \$3,000 per expense	For non-routine or mid-level repairs/purchases exceeding manager limit but under \$3,000. Must be consistent with approved budget or a budget amendment and reported to Board at next meeting.
Board of Directors (full Board)	Any expenditure over \$3,000	Requires formal Board approval — via majority vote at a meeting or electronic voting. Additionally, for any large project or capital improvement, Board should consider competitive bidding (if feasible) and review in context of reserve funds or upcoming assessments.
Homeowner's	Any expenditure over \$5,000	In addition to receiving board approval, any non-contractual expenditure over \$5,000 should also receive the written approval by 3 additional homeowners.

Emergency Expenditures / Unplanned Repairs

- The Property Management Company and/or HOA President may act to address genuine emergencies (e.g., major safety hazard, risk of property damage) even if the cost exceeds normal limits — provided documentation is made, and the Board is informed as soon as feasible.
- If emergency expenditure exceeds \$3,000: Board must ratify the expenditure at the next meeting (or via special meeting/resolution) and ensure budget/reserve accounting is updated accordingly.
- Keep a log of emergency expenditures, rationale, and communications to owners when appropriate (especially if it triggers special assessments or impacts reserves).

The undersigned certify that this Policy was adopted on December 3, 2025 by resolution of the Board of Directors.


 Andy Smith (Dec 11, 2025 12:00:27 MST)

Andrew Smith – President


 Robin Cyr (Dec 11, 2025 15:05:04 MST)

Robin Cyr - Secretary









Expenditure Policy - 2025

Final Audit Report

2025-12-11

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