

Lakewood Shores Property Owner's Association, Inc.

Financial Policy

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board on this 19th day of November 2007.

Use of the Association's Line of Credit

The following criteria shall be met *before* the line of credit is used:

1. The Executive Director shall recommend use of the Line of Credit to the Financial Committee for a specific purpose to include detail, which shall include the proposed schedule of repayment.
2. The Financial Committee shall review the recommendation and make a similar recommendation to the Board of Directors at a regularly scheduled public meeting. If time constraints prohibit waiting until the regularly scheduled public meeting, a special meeting shall be called with members noticed in a public place at least 18 hours in advance of the meeting.
3. The Board of Directors shall review the recommendation and vote to act on the recommendation. Use of the Line of Credit shall require a plurality of the Board (six affirmative votes).
4. Two authorized officers of the Association (President, Vice President, and/or the Treasurer) shall be required to sign the check.

Delinquent Accounts

The following criteria shall be followed with regard to *all* delinquent accounts.

1. The member shall be charged an administrative late fee of \$2.50 per month for each month that the member's account(s) are delinquent, effective February 1st of each year.
2. All accounts that remain delinquent on July 1st of each year shall be turned over to collections and the cost of said collections shall be borne by the delinquent member.
3. Any settlement offer presented to the Association shall be made to the Finance Committee and subsequently approved or denied by the Board of Directors.

Billing

The following criteria shall be followed with regard to billing members:

1. Maintenance/Membership Fees shall be billed in advance and shall be mailed at the discretion of the Board of Directors, but no later than December 1st of each year. Rental fees for any Association facility (Beach Club, Racquet Club, Pavilion, Boat Slips, and/or Storage) shall be billed in advance.
2. Service fees for Association services (Administrative Services, House Checks, House Charge-Beach Club, Etc.) shall be billed on a monthly basis.
3. Members issuing checks that are returned shall be charged actual costs.

This policy was amended and adopted at the November 19th, 2007 Board of Director's Meeting.

Gina Cinquino, Executive Director