

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.**

**A 55+ Older Community
Operating Policy and Procedure**

122

PURCHASING POLICY

Effective Date: 02-18-2010

Last Revision: 1-18-24

Version 122.2

SCOPE: This policy provides guidance for purchasing materials and services for Betmar Owners, Inc., sub-organizations and Betmar Acres Club, Inc. as outlined in their bylaws.

PURPOSE: The purpose of this policy is to establish policy and procedural steps in the management of on-going contracts, major contracts, payment of contracts and corporate credit cards.

POLICY:

1. Betmar Owners, Inc. or Betmar Acres Club, Inc. Board of Directors must approve any non-budgeted expense exceeding \$2500.00 at a regularly scheduled Board of Director's meeting or a special meeting called for that purpose.
2. Betmar Acres Club, Inc. board approves all contract work, budgeted and unbudgeted before the contract is awarded and executed.
3. Only licensed and approved contractors will perform work on Betmar Property except for the following:
 - a. Volunteer work not affecting equipment, land or building modifications or posing a liability concern (painting, washing, cleaning, waxing, grounds care and upkeep)
 - b. Required maintenance and routine repairs within the property's employees' scope of capability.
4. Any unbudgeted expenditure of monies in any fiscal year resulting in a project or transaction total cost in excess of \$25,000.00 must be brought before the Lot Owners at a General Assembly meeting in accordance with bylaws.
5. Betmar Acres Board of Trustees is authorized to approve additions and new construction at a price less than \$25,000.00. Any projects exceeding this amount must be approved by the Lot Owners via a mail-out ballot in accordance with bylaws.

6. The Board of Directors may appoint a special committee to coordinate the design, development and construction of an approved new building or addition. The committee will present written status reports to the Board of Directors every two-weeks in accordance with bylaws.

PROCEDURE:

1. Purchase Orders:

- a. The supervisors, Department heads or Club Board of Directors must approve all purchases of materials/services.
- b. The supervisor/club officer will complete a purchase order (obtained from Betmar Office Administrator) for non-contractual materials/services exceeding \$1000.00. The vendor must be instructed to reference the purchase order number when submitting invoices for payment.
- c. Original receipts must be presented to the Betmar Office Administrator or Club Treasurer for accounting or reimbursement purposes.

2. Annual On-going Contracts for Services and Materials

- a. The selection of the vendor rests with the supervisor, department head or club officers/board with approval of Betmar Owners, Inc. or Betmar Acres Club, Inc. Board of Directors.
- b. Copies of all bids/proposals must be presented to Board of Directors and Board of Trustees at a Betmar Acres Club, Inc. board meeting.
- c. Any signed contract, including materials contract, short term leases and rental contracts, should be valid for a maximum of one (1) year, with renewal option and cancellation clauses. The contract must be signed by the Chairman of the Board of Trustees or his/her designee.
- d. The vendor must submit monthly invoices unless the contract stipulates a different payment plan.

3. Major Contracts (budgeted and non-budgeted)

- a. A minimum of three (3) bids/proposals are required, when possible, for materials/services exceeding \$7500.00. This includes budgeted and un-budgeted equipment purchases, new building construction /additions and interior/exterior renovation of a facility. If unable to obtain three (3), written explanation must be provided.
- b. Sub-organizations (clubs) and Departments must submit proposals to the Board of Directors and Trustees at a Betmar Acres Club, Inc. meeting with:

- i. Identification of a project point of contact who will coordinate with Properties, trustees, and the selected contracted vendor. (Ideally, the presenter is the point of contact)
 - ii. If a sub-organization (club), documentation of membership approval.
 - iii. Diagrams, drawings, equipment specs etc.
 - iv. Three (3) bids with preferred vendor recommendations.
 - v. Proof of available funding.
- c. Within 10 days of notification, the selected contractor will prepare contract documents for the Board of Trustee's review and signature.
 - i. Contractor contract
 - ii. Proof of Licensing
 - iii. Proof of Insurance showing Betmar Acres Club, Inc. as "additional insured".
 - iv. Workers' compensation insurance and liability in the amount required by Betmar Acres.
- d. The trustees will:
 - i. Pre-screen contractors for required licensing , if fully insured and bonded and available references.
 - ii. Document all verbal inquiries and place in the project file.
 - iii. Notify sub-organizations (club) or Departments when investigations are complete.
 - iv. Award and execute the contract and maintain an approval signature.
 - v. Provide a project status report to Betmar Acres Club, Inc at a subsequent board of Director's Meeting as to the investigation, contract award and the project supervisor for additional status project updates.
 - vi. Shall verify all contract requirements as outlined in Section 5 of this policy are met prior to issuing the final payment.
- e. The President of the Betmar Acres Club, Inc. may have contract documents reviewed by corporate counsel.
- f. Properties :
 - i. The Acres Board is authorized and shall delegate supervision of renovations/repairs/additions and new construction to the Properties Councilor or his/her designee regardless of financial funding source.
 - ii. He/she will:
 - 1. Serve as a resource as to potential contractors approved and used for past projects.
 - 2. Coordinate/meet with vendor, trustees, points of contact and department representatives for periodic progress reports.

3. Provide the Board and points of contact with monthly status and final status reports.
4. Will give the completed project file to the Betmar Office Administrator for record retention.

g. The project supervisor will:

- i. Maintain a project file to be presented to the Trustees prior to final payment
- ii. Provide Trustees, and Board of Director's Betmar Acres, Inc., Departments and/or sub-organization periodic and final status reports.
- iii. Give the completed project file to the Betmar Office Administrator for record retention.

4. Payment of Contracts-The Trustees will assure:

- a. Contracts have reasonable payment terms. Progress payments are negotiable.
- b. Materials and labor are invoiced separately with taxed on materials only, pursuant to State of Florida statutes.
- c. No final payment will be made to any contractor/vendor until:
 - i. Inspections by Betmar representatives are completed.
 - ii. Copies of final sign-off by Pasco County of all permits are received and filed with project documents.
 - iii. Final lien waivers are received from all contract related contractors, sub-contractors, and suppliers.

5. Corporate Credit Cards

- a. Betmar Owners, Inc. has two (2) debit cards
 - i. One card is issued to the kitchen staff under the supervision of Betmar Owners, Inc. Treasurer to enable purchases for Betmar dinners and lunches.
 - ii. The second card may be loaned at the discretion of Betmar Owners, Inc. Treasurer to members making purchases for Betmar facilities or events.
- b. Betmar Acres Club, Inc. has two (2) debit cards
 - i. The Office Administrator has one (1) card, and it may be loaned to approved personnel as needed.
 - ii. The Properties Councilor has one (1) card, and it may be loaned to approved personnel as needed.
 - iii. The Properties Councilor has credit cards for Lowes and Home Depot.
 - iv. All credit/debit card purchases must have an original receipt turned into Betmar Office Administrator for verification of charges on credit card bill.

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|---------|------------------|---------------|-------------------------------------|-----------------|
| 122 | Owners BOD | 2-18-2010 | | |
| 122.1 | Owners/Acres BOD | 12-21-23 | Replaces policy 122 dated 2-18-2010 | P & P committee |
| 122.2 | Owners/Acres BOD | 1-18-24 | Clarified Properties role | P & P committee |
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122.1 Approved
 Policy and Procedure Chairperson: _____ Date _____

President Betmar Owners, Inc./Betmar Acres Club, Inc.
 _____ Date _____

Three (3) Year Policy and Procedure Committee Review Date:
 Signed: _____

Three (3) Year Policy and Procedure Committee Review Date:
 Signed: _____

