

SCHEDULE OF SIGNATURE AUTHORIZATIONS

(revised Sep 2014; referenced in the "Bidding Policy")

I. Contracting for services*:

A. \$2,000 or less----- Management Company

B. \$2,001 to \$10,000----- President or designated
Board Member**

C. In excess of \$10,000----- Board of Directors

II. Authorizing Payments*:

A. Service under a Contract, for services as performed under the
contract ----- Management Company

B. Services performed, for which there is no Contract:

i. \$2,000 or less ----- Management Company

ii. \$2,001 to \$10,000----- President or designated
Board Member**

iii. In excess of \$10,000----- Board of Directors

*Does not include payments for routine services provided by utilities or governments, such as water/sewer payments to the City of Dallas, electric or gas charges (accounts in the 5300's), or invoices for several services performed by general maintenance, such as electrical, handyman, repair activities (accounts 5406, 5428, and 5720), provided that such charges are within the budgeted amounts for such expenses, and provided, further, that with respect to invoices for maintenance and repair activities, no one project or scope of work exceeds \$2,000.

**Board Member is that Board Member assigned as liaison to the related committee. (Example: Finance and Audit, Landscape and Grounds, Social, Communications, Safety, and Residential Architectural Review.