

BRICKSHIRE COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION
25-05
GOLF CLUB EXPENSE PROCEDURE

WHEREAS, Article 4, Section 4.4 of the Declaration of Covenants and Restrictions for Brickshire Community Association Inc. ("Association") assigns the Board of Directors all of the powers for the conduct of the affairs of the Association to include the Brickshire Golf Club, which are enabled by law or the Governing Documents which are not specifically reserved to Members;

WHEREAS, Article 4, Section 4.4 of the BY-LAWS of the Brickshire Community Association Inc., and the Virginia State Property Owners' Association Act allows the Board of Directors to administrate the operation of the Association, which includes the Brickshire Golf Club;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby declares that Golf Club expenses and contributions are to follow the process below:

1. Budgeted Expenses- Payments for budgeted Golf Club expenses shall be made by the Golf Club Management Agent from the Golf Club Operating account.
2. Budgeted HOA Contribution to Golf Club- For so long as the annual budget of the Association includes a Golf Club Contribution, the Association's Management Agent shall distribute funds through their standard payment system as follows:
 - a. First half of the annual budgeted Contribution- Paid to the Golf Club in late January via check payable to the Brickshire Golf Club
 - b. Second half of the annual budgeted Contribution-Paid to the Golf Club in late July via check payable to the Brickshire Golf Club
3. Golf Club Replacement Reserves Funding- For so long as the annual budget of the Association includes Golf Club Replacement Reserve funding, the Association's Management Agent shall deposit these contributions into the Golf Club Replacement Reserve bank account through their normal payment processing system as follows:
 - a. First half of the annual budgeted Golf Club Reserve in late January/early February
 - b. Second half of the annual budgeted Golf Club Reserve contribution in late July/early August
 - c. If the Golf Club Replacement Reserve bank account is not held by the Association, the scheduled Reserve contributions shall be made in accordance with the schedule above via check payable to the Brickshire Golf Club.
4. Golf Club Expenses Outside of Budget- Should the Golf Club require additional funds from the Association, whether from the Association Operating account, Amenity Fee account, or any other account held by the Association, or if an expense is proposed to be paid from the Golf Club Reserve account, the following process must be followed:
 - a. The Golf Club General Manager or Golf Club Management representative shall submit a written request (email is acceptable) to the Association Manager, Board Treasurer, and Board President. The request must include:
 - i. Amount needed
 - ii. Purpose of the funds
 - iii. Supporting documents such as invoices, payroll balance sheet, proposal, etc.
 - iv. Whether repayment is expected, and if so, an expected timeline for repayment.

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 - b. Upon receiving the request, the Association Manager shall forward it, along with a recommendation on the appropriate funding source, to the Board for an email consent. If the Association Manager is unavailable, another representative from the Association's Management Agent, the Board Treasurer, or the Board President may submit the request to the Board for consent, including the Association Manager on the correspondence.
 - c. If approved by the Board, the Association's Management Agent shall process the payment according to the Board's direction using their standard payment system. If funds are urgently needed, the Management Agent shall expedite processing as much as possible while maintaining best business practices. Any emergency or rush processing fees shall be paid by the Association.
 - d. The Association Manager will inform the Golf Club General Manager of the Board's decision. If the Association Manager is unavailable, another representative from the Management Agent, the Board Treasurer, or the Board President may send the notification.
5. Financial Transparency- All funds provided to the Golf Club through the Association, to include Amenity Fee funds and Golf Club Replacement Reserve funds, are to be noted on the Association financials and shall be equally represented on the Golf Club financials.


This Policy Resolution was adopted and approved by the Brickshire Board of Directors on this 25 day of February, 2025.



John Archer, President



Deborah Richards, Vice President



Todd Ackerman, Treasurer



Judy Schwartz, Secretary



Brian Keena, Member