

Wilderness Trails Homeowners Association

Policies and Procedures

Bill Payment Policy

PURPOSE – The chief function of the Bill Pay Policy is to ensure compliance by the Board of Supervisors to pay expenditures as accumulated to maintain the WTOA community.

PROCESS –

1. Yearly Contracts - The following vendor contracts for the services as described, will be approved by the Board of Supervisors prior to any services rendered. Once contracts are approved, the invoices will be paid upon receipt by the Treasurer as expected according to an invoice from the vendor.
 - Waste Management (AutoPay)
 - Trash dumpster service and trash dumpster recycling service plus the Regulatory Cost Recovery Charge and Fuel/Environmental Charge (Fuel surcharge and Environmental charge)
 - HLS Properties (Pay with check)
 - Road snow removal and salting
 - Eureka Lawn Care (Pay with check)
 - Lawn service for community property not owned by residents in WTHOA community.
2. Yearly WTOA Board Approval - The following vendor is paid via autopay per month. Board will vote on payment at the beginning of the new board terms each year.
 - Ameren UE
 - Streetlight at beginning of subdivision is paid monthly via autopay.
3. WTOA Board Approval prior to payment. - The following vendors will require 3 Board of Supervisors approval for payment either via hardcopy signature or electronically in an email to the Treasurer, include but are not limited to:
 - Annual Insurance policy
 - Road work when invoiced from vendor
 - Annual federal, state, and local taxes
 - Legal fees
 - Recording fees
 - Software fees (QB)
4. Business Debit Cards - The Board of Supervisors possess 3 business debit cards for purchases to be determined on an “as-needed-basis”, that do not need prior approval. All debit card purchases will require approval by at least 3 board members after the fact.

If misuse of a debit card is determined by the board and inappropriate charges are made, the board will vote to determine next actions which may include repayment of

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the purchase amount and surrendering the debit card. Use of the card for payment of the following items include but are not limited to:

- Postage or other mail related supplies (certified letters, etc.)
- Office supplies (envelopes, paper, ink for printer, etc.)
- Pre-approved road work materials
- PO Box charge
- Website domain registration