

SUN RANCH OWNERS' ASSOCIATION

Resolution of the Board of Directors — Financial Oversight Policy and Procedure

RESOLUTION NO. 2026-07

Adopted: _____, 2026

WHEREAS, Article VII, Section 7 of the Association's By-Laws charges the Treasurer with keeping adequate and correct accounts of the Association's assets, liabilities, receipts, and disbursements; and

WHEREAS, Article IX, Section 3 of the By-Laws authorizes the Board of Directors to determine, by resolution, the persons and manner by which checks, drafts, and other orders for payment of Association funds shall be signed; and

WHEREAS, Article IX, Section 4 of the By-Laws requires an annual statement of income and disbursements be sent to the membership within thirty (30) days of the close of the fiscal year; and

WHEREAS, the Board finds it necessary and prudent to formalize internal controls governing the deposit, disbursement, and reconciliation of Association funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sun Ranch Owners' Association hereby adopts the following:

1. Adoption of Policy. The Financial Oversight Policy and Procedure attached as Exhibit A is hereby adopted and incorporated into this Resolution by reference.

2. Disbursement Threshold. Disbursements of Association funds of \$1,000 or less may be authorized by a single signature of a designated officer. Disbursements exceeding \$1,000 require two (2) signatures of authorized officers. The Treasurer shall not be a sole signer on any disbursement regardless of amount.

3. Annual Review of Threshold. The \$1,000 threshold established in Section 2 shall be reviewed by the Board at the regular Board meeting following each Annual Meeting of the membership, and may be increased, decreased, or maintained by Board resolution at that time.

4. Quarterly Reconciliation. The Board directs that a Quarterly Bank Reconciliation Review, substantially in the form set out in the attached Policy, be completed for each quarter of the fiscal year, within thirty (30) days after the quarter closes, by a director other than the Treasurer and reported to the full Board at its next regular meeting. The first review shall cover the quarter of June 1 – August 31, 2026, which closed before adoption, and shall be completed within thirty (30) days after adoption of this Resolution.

5. Effective Date. This Resolution shall take effect immediately upon adoption by a majority vote of the Board of Directors at a duly noticed meeting.

ADOPTED by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

President, Sun Ranch Owners' Association — Date: _____

Secretary, Sun Ranch Owners' Association (Attest) — Date: _____