

Village Grande at English Mill Homeowners Association

PROCEDURE 104 – COPY REQUEST

Process/Procedure Owner: Site Manager

1.1 Purpose

This procedure describes the process for requesting use of the HOA's copier. It also describes who may use the copier and for what purposes as well as the associated costs.

1.2 Scope

This procedure applies to all HOA Committees, VGEM residents and VGEM HOA sanctioned Clubs.

1.3 Roles and Duties

Requester – Prepare Copy Request Form. Requester (or his designee) is responsible to operate the copier.

Site Manager – Site Manager shall file all completed Copy Request Forms. Site Manager shall review any requests for use of the copier by HOA Sanctioned Clubs. Site Manager shall deposit all monies received into appropriate account and inform Treasurer.

1.4 Procedure

The Copier is located in the Clubhouse for the convenience of the HOA. The copier shall only be used for VGEM HOA business, or by HOA Sanctioned Clubs with prior approval by the HOA. Use of the copier by HOA Sanctioned Clubs should be kept to a minimum and may be denied by the Site Manager. The photocopying needs of the Site Manager, Board of Trustees or HOA Committees take precedence over all other's needs. Requester shall assure that copies made are kept to a minimum. Before making copies, the Requester shall fill out the next available line on the Copy Request Form. Is there an approval process?

The Site Manager will keep the Copy Request Forms near the copier and shall review them daily to ensure at least 2 blank forms are available will remove and file all completed forms.

Copies for HOA business (Site Manager, Trustees, and Committees) are free of charge, but HOA sanctioned Clubs will incur a charge of \$0.05 per copy. This charge will be billed periodically (typically quarterly) and funds will automatically be transferred out of the Club's account. Copies for personal use are strictly prohibited.

The Requester is responsible to operate the copier and supply any paper needed other than plain white copy paper.

1.5 Definitions and Acronyms

Requester – The person seeking to use the copier.

HOA – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA.

Treasurer – The individual appointed by the VGEM HOA Board of Trustees to perform the duties of the Treasurer. This also implies anyone appointed by the VGEM HOA Board of Trustees as an Assistant Treasurer.

VGEM – Village Grande at English Mill

1.6 Attachments

Form 104 – Copy Request Form

1.7 References

Form 104 – Copy Request Form

1.8 Inquiries

Questions regarding this procedure should be directed to the Site Manager.