

## HHPOA Board Policy Decision 05-001

At the December 14, 2004 Board Meeting, the purchase of a laptop computer, printer and software was approved by the Board of Directors. The amount of \$2,000 was approved for this purchase. The following equipment was subsequently purchased:

1. Dell Inspiron 1150, Intel Celeron, 2.60Hz, 15.0 in. XGA
2. 2-year Extended Warranty on Laptop
3. Dell Photo AIO Printer 922
4. Kensington SaddleBag Notebook Carrying Case
5. Belkin 6-outlet Surge Protector
6. MicroSoft Office 2003 Professional
7. QuickBooks Basic

To further clarify the Board's intentions regarding the use of this equipment, the following internal Board Policy is established.

1. The laptop and printer shall remain in the possession of the Treasurer.
2. The laptop will be used for the following purposes:
  - a. Maintaining financial and administrative records for the HHPOA, including rental aspects of business activities.
  - b. Developing and maintaining a database of members to provide consistent name, address and property information across all entities which use this information:
    - City of Highland Haven
    - Ladies Club
    - LBJ Mud
    - HHPOA
  - c. Soliciting and maintaining a list of member email addresses in an effort to decrease newsletter mailing costs and to facilitate timely communication with members.
  - d. Other uses as approved by the Board.

This policy takes precedent over any written or verbal procedure or policy previously established by the Association's Board of Directors relating to use of the laptop, software and printer.

Approved by the Board of Directors at the February 8, 2005 Semi-Annual General Membership Meeting.  
Vote: \_\_\_\_\_ for, \_\_\_\_\_ against.

\_\_\_\_\_  
Anzivino, President

Angelo L.