

Signatory Authority

Any member of the Tampa Palms Owners Association Board may sign any necessary document in the course of Board business. Such signature should include "For the Board" and include the member's position as an officer, or "Director," as appropriate.

Property Managers may sign any document called for under their license, under their own authority. This will ordinarily include the following, by example and not by limitation:

1. First, second and third notices of violations of covenants.
2. Notice to owners that violations have been cured (compliance notices) or deadlines extended.
3. If required, any valid invoice presented for payment.
4. Any document as a witness.
5. Notice to owners of a hearing on conversion of past due debt to a special assessment (a decision on the hearing must be signed by a Board member, or by the business consultant after specific authorization).
6. After Board approval, authorization for corporate counsel to proceed with collection and foreclosure actions.


The Facility Manager may sign the following, by example and not by limitation:

1. Any document related to performance of maintenance; repair and replacement of TPOA facilities, vehicles, equipment or property, after Board approval of the expenditure.
2. Time cards and performance evaluations for support staff.
3. Any document necessary to implement the policies or directives to carry out the functions of the position.
4. Office supply orders or orders necessary to accomplish routine actions.
5. If required, any valid invoice presented for payment.
6. Any document as a witness.

The Business Consultant may sign any document specifically authorized by the Board or by a Board member. Such documents will be signed "By Authority of the Board" and may include authorization for corporate counsel to proceed in matters of collection, foreclosure, or settlement of claims, as well as other matters that may arise from time to time. The business consultant may also sign any document as a witness.

Electronic Signatures: A Board member may authorize a property manager, the facility manager, or the business consultant to apply that member's electronic signature to a document if the member cannot conveniently sign in person within necessary time constraints. Such authorization may be authorized by telephone, but should be confirmed in writing (which may include email).

FOR THE BOARD


William R. Edwards
President

10/15/2019
Date