

# **Procedure for Purchasing Major Goods and Services**

All goods and services which exceed \$1,500 either in a lump sum or over the course of one year requires the preparation of a request for proposal (RFP).

The only exceptions to this requirement are for goods or services at retail for which prices can be compared in advertising or in store signage and are available for a very limited period of time, also in an emergency situation.

Both of the preceding must be approved by the President of the Board and confirmed at the next board meeting by the Board of Directors.

An ad hoc committee of residents experienced with the nature of the project is appointed.

Rules of Ad Hoc Committees will be followed.