

Copperfield Homeowners Association

Contract Approval Policy

Approved by the Board of Directors: 04/13/2026

Effective Date: 04/13/2026

After receiving general approval from the Board, the specific terms of contracts, proposals, or agreements with a total value exceeding \$1,000 must be in writing and the specific written terms must be approved and executed with two (2) Board Member signatures or approved by a majority of the full Board.

Acceptable forms of signature include:

- Wet (handwritten) signatures, or
- Execution through a reputable e-signature platform (e.g., DocuSign or equivalent)

Important:

- If a vendor's process includes compulsory clicking of "accept," "approve," or similar acknowledgment buttons within vendor portals or email communications, Board Members shall promptly notify the vendor that the acknowledgment is not the approval of a contract or work order. To continue the process, the Association requires the review and approval (by the signature of two board members) of the Vendor's document, including price, scope, and all terms and conditions.
- Any agreement lacking the required two signatures shall be considered unauthorized and non-binding.