

## Appendix H

### Reimbursement for expenses by PHPOA volunteers

The Palmetto Hall Plantation Owners' Association (PHPOA) depends on volunteers to serve as members of the Board of Directors and the various committees that perform the work necessary to make Palmetto Hall one of the premiere residential communities in Beaufort County. The effort put forth by all of these volunteers may not be fully understood by the residents, and the volunteers are seldom given the recognition and thanks they deserve.

In the By-Laws of the Association, Article IV *Board of Directors; Selection; Term of Office*, Section 4 *Compensation* states "No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties". While not explicitly stated, this policy is extended to all volunteers who serve in some position within the PHPOA organization. The definition of "actual expenses incurred in the performance of his duties" is a vague policy that is in need of some clarification. In considering whether expenses are reimbursable, common sense should be used. The POA receives the majority of the annual revenue from residential assessments and all volunteers must understand that any expenses they expect to receive reimbursement for are being paid for by all of the property owners. You should ask yourself "Would my fellow property owners feel that this expense is justified?"

**Meeting Expenses:** The POA office has two meeting rooms and has other facilities, such as copying, projection, speaker phone, white board, water, coffee brewer and other supplies to facilitate meetings.

- Regular meeting of the BOD or other committees should be held in the POA office during normal office hours (8AM to 4 PM Monday, Tuesday and Thursday; 8 AM to 1 PM Wednesday and Friday). Meetings at the office outside of these times are possible, but should be considered the exception and are only to occur when there are substantial reasons that preclude holding the meeting during normal business hours.
- Expenses for materials for meeting are eligible for reimbursement only if the materials are not available from the office. Examples of items that will NOT be reimbursed would include, but are not limited to, copying costs, printing costs, computer supplies and like items.
- Meetings should be scheduled so as to occur outside of the lunch hour. If meetings can only be held during that time, personnel should not expect to have lunch served at POA expense. If there are occasions that require long meetings to be held which include working through the lunch hour, any expenses for a "working lunch" that are to be reimbursed must be approved in advance by the President and/or Treasurer.
- When volunteers must travel to other locations for a meeting within Beaufort / Jasper Counties, they do not incur reimbursable expenses. Reimbursement for travel outside of the local area will be discussed in advance and approved on a case by case basis. It is expected that meetings of this type are rare.
- In no case will "entertainment expenses" be reimbursed. This would include meals or other expenses dealing with personnel visiting the area in conjunction with business with PHPOA.

**Materials Expenses:** Some of the committees perform functions for PHPOA that require materials that are not normally available from the POA office staff. Examples of this would include the decorating materials for the Holiday Decorating Committee and the supplies to build bird houses for the Environmental Committee. Expenses for these types of expenses are reimbursable, provided the amount is within the current year's budget amount for the respective budget line item.