

## **Electronic approval policy for KAPPELMAN'S BEL AIRE HEIGHTS.**

The purpose of this policy is to allow the board members to approve documents using electronic media such as email, website or text.

Definition: Electronic approvals refer to taking the approval and signing process online enabling individuals and organizations to quickly authorize and approve documents and transactions. Electronic Approvals represent considerable time and cost savings over traditional paper intensive methods.

Outline:

- I. Submission of electronic documents and the process of approval.
  - a. An assigned board member will submit documents to the remaining board members.
  - b. The members will review the submission and reply to the submitter through the electronic media which it was sent to them.
  - c. If the member approves the submission as written they will reply with "approved".
  - d. If the member does not approve or sees changes they will reply with "not approved" and will submit changes or a reason why they do not approve.
  - e. If the submission is not approved the submitting member will make the required changes and resubmit to all members for approval.
- II. Submissions
  - a. Meeting notes and agendas will be submitted by the secretary or the appointed board member that is responsible for the meeting notes.
  - b. Architectural approval forms will be submitted by the person appointed as head of the architectural approval committee.
  - c. Emergency situations, bids or other documents will be submitted by the president.