



FAMD #1
Fire Access Maintenance District
An Agency of the City of Indian Wells
Indian Wells Country Club Community

Fire Access Maintenance District (FAMD)

Contract Approval and Execution Policy

1. Purpose

The purpose of this policy is to establish a clear and consistent process for the review, approval, and execution of contracts entered into by the Fire Access Maintenance District (FAMD), ensuring appropriate oversight, accountability, and operational efficiency.

2. Policy Statement

All contracts entered into by the FAMD shall require the review and approval of the District Manager and the signature of both the District Manager and the Chair or designated Board Member* of the FAMD Board prior to execution, unless otherwise authorized by this policy or by the Board of Directors.

**Designated Board Member shall mean a member of the Executive Committee of the FAMD Board of Directors, comprised of the Chair, Vice Chair, and Secretary, who has been designated by the Board to sign contracts and other authorized documents on behalf of the FAMD when the Chair is unavailable or unable to do so.*

3. Scope

This policy applies to:

- All new contracts and agreements
 - Contract renewals and extensions
 - Amendments or modifications to existing agreements
 - Professional services, maintenance, and operational service contracts
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4. Contract Review and Approval Process

4.1 District Manager Review

The District Manager shall:

- Verify that the contract scope of work is clear and appropriate
- Confirm the vendor meets all licensing and insurance requirements
- Ensure the contract is within the approved budget
- Review terms and conditions for operational and financial appropriateness
- Present the draft contract to the Board of Directors at the next regular Board meeting for review and discussion.
- Document the Board's acknowledgment or approval in the official meeting minutes and reference such action on the signature page of the contract.

Upon completion of review, the District Manager shall sign the contract indicating administrative approval.

4.2 Board Chair Approval

The Chair of the FAMD Board shall:

- Execute the contract indicating Board-level authorization
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5. Execution Authority

A contract shall not be considered valid or binding until it is signed by both:

- The District Manager
- The Chair of the FAMD Board (or authorized designee)

Except as provided in Section 11 (Limited Contract Authority).

6. Delegation of Authority

To ensure continuity of operations:

- In the absence of the Chair, a designated Board member may sign contracts

- In the absence of the District Manager, a formally designated staff representative may sign
- Any such delegation must be documented in writing and maintained in District records

. Emergency Authorization

n situations requiring immediate action to protect public safety, prevent property damage, or maintain essential services:

- The District Manager may authorize and execute a contract
- The Chair shall be notified as soon as practicable
- The action shall be presented to the Board for ratification at the next regular meeting

8. Recordkeeping

All executed contracts shall be:

- Maintained in the FAMD electronic files kept by the District Manager
- Made available for Board review upon request

Electronic signatures and digital storage are permitted in accordance with District practices.

9. Policy Exceptions

Any exception to this policy must be approved by the FAMD Board of Directors and clearly documented in the meeting record.

10. Limited Contract Authority

The District Manager is authorized to execute contracts with a total value of **\$1,000 or less**, provided that:

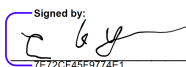
- The contract is within the approved budget
- All procurement and insurance requirements are met
- The contract is reported to the Board at the next regular meeting

Contracts exceeding \$1,000 shall require signatures in accordance with Sections 4 and 5 of this policy.

11. Effective Date

This policy shall become effective upon approval or amendment by the FAMD Board of Directors.

Policy approved by the Board of Directors of the Fire Access Maintenance District at the October 8, 2026, Board of Directors meeting.

Signed by:  10/14/2026
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Chair Kurt Yeager