



**Roadhaven Resort**  
of Apache Junction

**Policies and Procedures**  
**RESERVES PROCESSES**

**POLICY**

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To ensure that the Financial Reserves of Roadhaven Resort are utilized within reasonable methods and are available to effectively offset any necessary financial obligations.

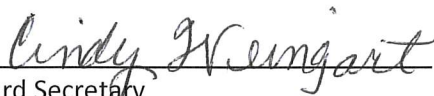
**PROCEDURE**

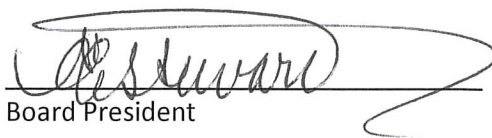
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The Board of Directors in conjunction with Management and the Finance Committee, will administer the Financial Reserves of the Roadhaven Resort. The goal is to be amply funded to be able to meet the expense needs of any projected or unexpected project **required** by the Resort. The reserve fund shall be reviewed on an ongoing basis and made available to the residents through the Roadhaven Portal. In addition, this will be reviewed at Board Meetings, as appropriate. Every attempt will be made to supplement the Reserves with cash contributions each fiscal year. The amount of funding will be a joint effort between the Management, the Finance Committee, and the Board of Directors, with the Board of Directors having the final decision-making approval responsibility. In the event that this funding may not be feasible, a plan should be implemented to replenish any shortfall deviation from the original projected contribution. Every effort should be made to utilize the reserves primarily for projected or unanticipated financial needs rather than discretionary expenses.

Any unanticipated usage of the Reserves of \$100,000 or more shall need Board of Directors approval. This is not necessary for projected expenses that have already been pre-approved. Any interest accrued from the Reserves may be utilized without any special approval procedure. The Board of Directors shall have final decision responsibility for any processes related to utilization of the Reserves.

**Approvals:**

  
Board Secretary

  
Board President

**Date:** March 25, 2025