



PROCEDURE 113 – Use of Community Equipment

Process/Procedure Owner: Board of Trustees

1.1 Purpose

This procedure describes the responsibilities and actions that must be taken by anyone who is given access to HOA Equipment such as a computer, electronic notebook, printer, mobile phone or any other piece of equipment as determined by the Board of Trustees.

1.2 Scope

This procedure applies to all Trustees, Site Manager and other members of the Management Company, and members of HOA Committees as well as anyone else who takes custody of any VGEM Equipment.

1.3 Roles and Duties

Custodian – Requests use and Custody of a piece of VGEM Equipment from the Site Manager. The Custodian shall sign an Equipment Request Log prior to taking custody of the equipment. While in possession of the Equipment, Custodian shall assure that the Equipment is properly maintained and secured to avoid damage or theft. Laptops shall be stored in a locked cabinet or desk when not in use. When need for Equipment is completed, Custodian shall return Equipment to the Site Manager, and signoff on the Equipment Request Log for the Equipment. If the Custodian is the Site Manager, they shall obtain approval from a Trustee if the equipment is leaving the VGEM Site.

Site Manager – Site Manager shall maintain the Equipment Request Log. Site Manager shall maintain any equipment in a secure location when not in use. The Site Manager shall issue equipment in accordance with direction from the Board of Trustees.
Procedure

Custodian is responsible for the physical security of the **equipment**. All **equipment** acquired for or on behalf of **VGEM** is deemed to be **VGEM** property. Custodian is responsible for damage or loss of any Equipment.

1.4 Computers

When not in use, **computers** must be locked with a password and caution taken when entering any company passwords.

Laptops are not to be stored in a vehicle. If it is necessary to leave the laptop in your vehicle for a very short period of time, the laptop must be locked in the trunk of the vehicle.

When using the laptop in public areas, do not leave the laptop unattended for any length of time.

During travel: Do not pack your laptop in checked luggage. Attach a name tag or business card to your laptop to easily identify it during security checks or if lost.

Store the laptop in a hotel room safe or locked suitcase when you are not in the room.

1.5 Definitions and Acronyms

Committee Member – Any member of the community who is appointed to serve on a HOA sanctioned Committee.

HOA – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA.

Trustee – Any of the Trustees duly elected by the Homeowners of VGEM

Custodian – The individual who takes care custody and control of any equipment

VGEM – Village Grande at English Mill

1.6 Inquiries

Questions regarding this procedure should be directed to the Board of Trustees.