

**FRANKLIN FARM FOUNDATION
ADMINISTRATION RESOLUTION #23**

FOUNDATION PROPERTY DISPOSAL PROCEDURES

WHEREAS, Article III, Section 3 (b), of the Declaration of Covenants and Restrictions state that the Board of Trustees shall have all powers for the conduct of the affairs of the Foundation; and

WHEREAS, Foundation members, through the assessment process, share equity in the Foundation's plant property and equipment; and

WHEREAS, there are occasions which require the replacement of Foundation plant property and equipment (i.e., end of service life, upgrade requirement, etc.); and

WHEREAS, there should be an expectation of some reasonable compensation for serviceable property and equipment transferred from Foundation custody;

NOW, THEREFORE, BE IT RESOLVED THAT: By use of a system that is fair and equitable to all members and for some compensation, Foundation members shall have first option to acquire Foundation plant property and equipment considered excess to Foundation requirements.

ARTICLE I

EXCESS EQUIPMENT DISPOSITION POLICY

All plant property and equipment declared excess to Foundation requirements will be offered to Foundation membership for their personal use prior to offering to the general public or for disposal as scrap. A reasonable sum shall be requested for plant property and equipment transferred from Foundation inventory for either member or non-member personal use.

ARTICLE II

APPLICATION

Section 1. Items subject to Resolution. Any plant property and equipment with an original purchase price in excess of one hundred dollars (\$100.00) shall be considered an inventory item and subject to this Resolution.

Section 2. Declaration as Excess. Plant property and equipment will be considered excess to Foundation requirements and subject to this Resolution when there is no planned further use of that item by the Foundation. Items considered either obsolete, or not requiring replacement are also considered in excess of requirements and subject to this Resolution.

ARTICLE III

RESPONSIBILITY

The Executive Director is charged with the overall responsibility for the management of plant property and equipment. In the execution of this Resolution, the Executive Director shall:

- (1) Maintain an accurate accounting and inventory of all Foundation plant property and equipment subject to the provisions of this Resolution:
- (2) Inform the Board of Trustees when items are considered excess subject to this Resolution;
- (3) Recommend an estimated fair market value of that item;
- (4) Ensure that the integrity of the sealed bid process is maintained throughout the execution of the disposal procedures;
- (5) Ensure that upon sale of the item, money is credited to a revenue line item established for this purpose; and,
- (6) Ensure that the item excess is removed from the active inventory and that a record is maintained as to method of disposition and payment received.

ARTICLE IV

DISPOSAL PROCEDURE

Section 1. Notification. When an item is considered excess to Foundation requirements, and upon approval of the Board of Trustees, that item will be advertised in *The Almanac* with a description of condition, minimum bid, and closing time and date for receiving a bid.

Section 2. Bid Process. Persons wishing to acquire excess Foundation plant property and equipment advertised in *The Almanac*, shall submit a sealed bid to be received by the Executive Director within the time period specified in the advertisement. Bids received after the closing date will not be considered. If no bids are received, then the property will be offered free to the first member who asked for the item or donated to a charity if a request for such an item has been made. If there is no request for the item, then the item shall be scrapped.

Section 3. Bid Acceptance. Bids will be opened by the Executive Director in the presence of another staff person the day following the advertised closing date. The highest qualified bidder (i.e., Foundation member) shall be notified and awarded the item upon presentation of funds. If there are no member bids, then the item will be awarded to the highest non-member bidder. The highest bidder shall be notified that the item must be picked up and paid for within one

week of notification. If the item is not picked up or paid for by the end of the second week after notification, then the next highest, qualified bidder will be notified and awarded the item. In the event that the next highest bidder also defaults in either pickup or payment, the process of offering the item to the next highest bidder will be repeated until the item is picked up. In the event of identical high bid offers, the item will be offered to the bidder with the earliest bid date.

Section 4. Payment. All moneys received for excess property and equipment will be deposited as revenue in an account specified by the Financial Advisory Committee.

Aug 18, 1993
Date

Paul R. Dykeman
Paul R. Dykeman, President

Attest:

Rebecca A. Abel
Rebecca A. Abel
Executive Director

I hereby certify that a vote was duly taken and the above Resolution was adopted by a vote of two-thirds of the Trustees of the Board of Trustees at the meeting of the Board of Trustees on the 21st day of July, 1993.

SEAL

Kathleen V. Dwyer
Kathleen V. Dwyer, Secretary

Book of Minutes No. 18
Meeting No. 140