

HEATHER GARDENS FOUNDATION

STANDARDS AND PROCEDURES

This Procedures Memorandum (PM) replaces PM F-1, Heather Gardens Foundation, dated November 9, 2004, which should be removed from your file and destroyed.

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I. PURPOSE

The Foundation Committee was established by the Board of Directors as a Standing Committee. The purpose of the Committee is to receive gifts on behalf of the District.

II. RESPONSIBILITIES

- A. **President of the HGMD Board.** Appoints the Chair of the Foundation Committee.
- B. **Foundation Committee.** Evaluates applications for donations to the District, selects projects suitable for donations, arranges for completion of projects for which donations have been received, arranges for entries into the record book in the display case, publicizes the activities of the Foundation. All projects shall be approved by the appropriate Board prior to execution.
- C. **Chair, Foundation Committee.** Appoints new members of the Committee; chairs the meetings and initiates activities to further the purposes of the Committee; prepares publicity for *Heather 'n Yon* and reports to the Board not less than once a quarter.
- D. **Members, Foundation Committee.** Accept and perform assignments as requested and contribute to the fulfillment of the purposes of the Committee.

III. PROCEDURES

- A. **Organization**
1. The Committee consists of the Chair and at least six other members of the District.
 2. At the first regular meeting in June and subject to the approval of the Board, the President shall designate a District Board member as the Committee's Chair.
 3. All members of the Committee are non-Board residents of the District.
- B. **Principles**
1. Donations to the District are accepted by the Foundation if they are suitable and appropriately intended for the benefit of all the members of the District.

2. When accepted by the Foundation Committee, donations become the property of the District and are recognized by inclusion in the book within the display case in the Community Center.
3. Persons wishing to make a donation are asked to complete an application form created by the Foundation Committee and available in the Management Office. These donations are tax deductible if itemized on your income tax form. Applications are reviewed and approved at regular meetings of the Foundation Committee and are kept on file.
4. For unspecified donations, the Foundation Committee has the prerogative of using the donation on the most current project or of reserving it for a future project. Donations shall not be used for routine maintenance or other maintenance of HGMD property.

David Gabriel, President