

HEATHER GARDENS FOUNDATION

STANDARDS AND PROCEDURES

This Procedures Memorandum (PM) replaces PM F-1, Heather Gardens Foundation, dated May 14, 2009, 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.** President of the HGMD Board appoints a member of the HGMD Board as Chair of the Foundation Committee.
- B. **Foundation Committee.** Evaluates donations to the District and accepts only those determined to be suitable and appropriately intended for the benefit of all members of the District. Publicizes activities of the Foundation and arranges for donations to be recorded in the kiosk and the Heather Gardens permanent records. Accepts and evaluates proposed projects from individual committee members or members of the District. Evaluation consists of determining that funding is available and the project is intended for the benefit of all members of the District. Forwards all acceptable projects submitted from individual committee members or members of the District to the HGMD Board with a recommendation of approval or disapproval. Submittal to the HGMD Board for approval/disapproval.
- C. The HGMD Board of Directors may initiate a qualifying project using Foundation Funds. The Board will advise the Foundation Committee Chair, by way of the Foundation Committee of their intention to initiate said project.
- D. **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.
- E. **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 non HGMD Board 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.

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 kiosk located in the Clubhouse.
3. Persons wishing to make a donation are asked to complete a donation form created by the Foundation Committee and available in the Management Office. These donations are tax deductible if itemized on your income tax form. Donation records are kept on file in the Management Office.
4. For unspecified donations, the Foundation Committee has the prerogative of using the donation on the most current project or may reserve it for a future project. Donations shall not be used for routine maintenance of HGMD property.
5. All projects considered must be for use on District properties and available to all residents. Clubs and organizations requesting Foundation funds for projects must be open to all residents and shall not have restricted criteria to become a part of the club or organization. Project requests for supplies that will be depleted and would be considered as an individual student or club expense will not be considered.
6. Donations designated for use in a specific area of the District shall be utilized only in the specified area. Donations that come in for a specific project shall be utilized for that project until it is totally funded. Extra donations that may come in for the project will be moved to the unspecified funds to be used on future projects.

C. Kiosk Guidelines:

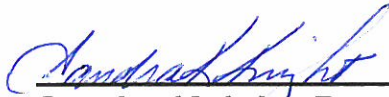
The Foundation Kiosk was purchased with donated funds and shall be utilized in accordance with Foundation Procedure Memorandum PMF-1.

1. Primary function is to track Foundation donations.
 - a. Give residents easy access to review their donations.
 - b. Allow family members and resident's access to names of individuals who donated in their loved ones name.

2. Secondary function is to disseminate useful information to the residents on community activities, classes, trips, & Special events.
3. The third function gives residents access to restaurant and golf shop information.
4. Fourth function utilizes the kiosk to showcase what Heather Gardens has to offer as a community without overtones of marketing real estate.

Kiosk Changes or Additions: All changes or additions to the information on the kiosk shall be submitted to the Foundation Committee for review and in turn will be sent to the HGMD for approval/disapproval.

There will be a charge for changes requiring technical support, which will be paid by either HGA or HGMD. The Restaurant and Golf Shop will be financially responsible for requested changes that would require technical support.



Sandra Knight, President