



# Heather Gardens

## METROPOLITAN DISTRICT

**HEATHER GARDENS METROPOLITAN DISTRICT  
BOARD ACTION**

**DATE: MAY 16, 2024**

**MOTION NUMBER: 2024-5-16-8**

**MOTION: ADD ATTACHMENT 5 TO AUDIT PM-1, REIMBURSEMENT REQUEST**

I move that the Heather Gardens Board of Directors approve Attachment 5 to the Audit PM-1 which is an authorization and request for reimbursement of expenses.

**ECONOMIC COST TO THE DISTRICT: None**

**APPROPRIATED BY: N/A**

Motion by: Daniel Taylor

Second by: Eloise

Rationale: This form was inadvertently left off the revised Audit/Finance Procedure Memorandum/

Secondary Motion to : \_\_\_\_\_

Secondary Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

**VOTE:**

	Yes	No		Yes	No
Craig Baldwin	✓				
Rita Effler	✓				
Eloise Laubach	✓				
Robin O'Meara	✓				
Daniel Taylor	✓				
Total					

The secondary motion does/does not have a majority and passes/fails.

The main motion ~~does~~ does not have a majority and ~~passes~~ fails.

Robin O'Meara  
Robin O'Meara, Secretary  
HGMD Board of Directors

Daniel Taylor  
Daniel J. Taylor, President  
HGMD Board of Directors

**HEATHER GARDENS METROPOLITAN DISTRICT  
REIMBURSEMENT AUTHORIZATION & PAYMENT REQUEST FORM**

Date: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_

Due Date: \_\_\_\_\_

Purpose/Account: \_\_\_\_\_

Description of Goods or Service: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HGMD Approval:

HGMD Treasurer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HGMD President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No. \_\_\_\_\_ By: \_\_\_\_\_

Date Paid: \_\_\_\_\_ ACH: \_\_\_\_\_ By: \_\_\_\_\_