
FOUNDATION COMMITTEE STANDARDS AND PROCEDURES

This Procedure Memorandum (PM) replaces PM F-1, Heather Gardens Foundation, dated August 16, 2012, which should be removed from your file and destroyed.

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I. PURPOSE

The Foundation Committee was established by the HGMD Board as a Standing Committee. The purpose of the Committee is to solicit and receive funds on behalf of the HGMD Foundation and to propose and evaluate project requests submitted to the committee.

II. RESPONSIBILITIES

- A. **PRESIDENT OF THE HGMD BOARD.** The President of the HGMD Board appoints a member of the HGMD Board as Chairperson of the HGMD Foundation Committee.
- B. **HGMD FOUNDATION COMMITTEE.** Evaluates donations to the HGMD Foundation and accepts only those determined to be suitable and appropriately intended for the benefit of all members of the District. 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. Assures that the project meets the décor of the HGMD facilities. Submit all committee-approved projects to the HGMD Board for their approval or rejection. Upon HGMD approval the committee will determine the process and/or procedure for completion of projects.
- C. **THE HGMD BOARD OF DIRECTORS.** May initiate a qualifying project using HGMD Foundation funds. The Board will advise the HGMD Foundation Committee Chairperson to inform the HGMD Foundation Committee of their intention to initiate said project.
- D. **CHAIRPERSON, HGMD FOUNDATION COMMITTEE.** Appoints new Committee members as required, chairs the meetings and initiates activities to further the purposes of the Committee. Prepares publicity for Heather 'n Yon and publicizes activities of the HGMD Foundation. Verifies that monthly donations match the financial report prepared by the Controller. Report to the HGMD Board as required.
- E. **MEMBERS, HGMD FOUNDATION COMMITTEE.** Attend monthly committee meetings. Accept and perform assignments as requested by the Chairperson and contribute to the fulfillment of the purpose and responsibilities of the HGMD Foundation as outlined in PM F-1.

III. PROCEDURES

A. **ORGANIZATION.** The HGMD Foundation Committee consists of the Chairperson and at least four and a maximum of seven of District residents who are non-HGMD or HGA Board Directors. Members of the HGMD Committee may serve for four (4) consecutive years. After a year's break in service such person may return at the discretion of the Chair.

B. **PRINCIPLES.**

1. Donations to the District are accepted by the HGMD Foundation if they are suitable and appropriately intended for the benefit of all members of the Heather Gardens Metropolitan District.
2. Persons wishing to make a donation are asked to complete a donation form created by the HGMD Foundation Committee and available in the Management Office. These donations are tax deductible.
3. Donations go to the Heather Gardens Management Office for deposit into the HGMD Foundation Account. The Controller will post said donations into the designated category (Clubhouse, Golf, Roads & Grounds, Unspecified funds, etc.). The donations form is sent to the designated staff person within the Management Office, who in turn send the letter of acknowledgement to the donor, the honoree, or the family of donations sent in memory. The HGMD Foundation Chairperson receives a copy of the acknowledgements and verifies the amount against the monthly financials provided by the Controller.
4. For unspecified donations, the HGMD Foundation Committee has the prerogative of using the donation on the most current project or may reserve it for a future project. HGMD Foundation donations shall not be used for routine maintenance of HGMD or HGA property.
5. 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. Excess donations that come in for the project will be moved to the unspecified funds to be used on future projects.
6. All projects considered must be for use on Heather Gardens Metropolitan District properties and available to all residents. Clubs and Organizations requesting HGMD Foundation funds 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.

C. **KIOSK PURPOSE.**

1. Primary function is to track HGMD 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 one's name.
2. Secondary function is to disseminate useful information to the residents on community activities, classes, trips and special events.
3. The third function is to give residents and guests access to restaurant and golf shop information.
4. Fourth function is to utilize the Kiosk to showcase what Heather Gardens has to offer as a community without overtones of marketing real estate.

D. KIOSK GUIDELINES

1. The HGMD Foundation Kiosk was purchased with donated funds and shall be utilized in accordance with HGMD Foundation Procedure Memorandum (PM) F-1
 - a. Donations to the HGMD Foundation are to be input into the Kiosk by the Heather Gardens Management Office on a monthly basis.
 - b. All Kiosk changes or additions requested by any Heather Gardens Committee shall be submitted to the HGMD Foundation Committee for review. If change requests fall outside HGMD Foundation Procedure Memorandum (PM) F-1 guidelines the request shall be sent to the HGMD Board for approval/disapproval.
 - c. The Management Office shall input all approved changes to the Kiosk.
 - d. There will be a charge for any Kiosk changes requested by committees that requires outside technical support, which shall be paid by either HGA or HGMD.
 - e. The Restaurant and Golf Shop will be financially responsible for requested changes that would require outside technical support.