

Policy/Guidelines for Board of Directors  
Gran Forest Subdivision:

Policy for Sympathy and Condolence gifts from the Residents/Board of Directors of Gran Forest:

A. Gift shall not exceed \$75.00 and must be approved by Board of Directors or Committee Chairperson, and should be for the death of :

- 1) household member
- 2) parent or child of a household member

B. Gift can be in the form of :

- 1) Donation on behalf of deceased to a non profit organization or college fund
- 2) Flowers or live plant

C. Cards should be sent for illness and serious injury.

Policy for Reimbursements to Board Member or Resident:

A. A legible printed or written receipt must be submitted to Access Management (or an succeeding management company) within 30 days of when expense was incurred (after Board approval).

B The receipt must be dated within 30 days of when the expense was actually incurred.

C. The person requesting reimbursement must have prior authorization from entire board, documented on board meeting minutes.

D. No single reimbursement may exceed \$1500.00.

F. Following by-laws, no Board member may be reimbursed for "Service".

G. No Board member may "self-approve" reimbursements.