

FARMERS GROVE HOMEOWNERS ASSOCIATION HOMEOWNER REIMBURSEMENT POLICY AND SUBMISSION FORM

(ADOPTED BY BOARD VOTE- OCT 2008)

Homeowners may volunteer to assist and participate in projects that benefit the Farmers Grove HOA. If expenses shall be incurred by the homeowner as a result of the assistance and participation in a project, and the Homeowner would like to be reimbursed for the anticipated expenses, then Board preapproval of the expense is required.

If preapproval is granted and the expense is incurred by the Homeowner, the Homeowner must provide documentation of said expense, such as a receipt or purchase order, to the Board of Directors. Once the expense reimbursement is approved, the Board will authorize the Homeowner to be reimbursed. The reimbursement shall be dispensed no more than 45 calendar days from authorization.

Project Description: _____

Homeowner Name: _____

Work to be Done: _____

Anticipated Expense: _____

Pre-Approved by Board:
(Need 3 of 5 on Board) _____

Date Pre-Approved: _____

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Date Submitted to the
Board for Reimbursement: _____

Amount of Expense: _____

or
Mileage Incurred*: \$.585/per mile x _____ miles = _____

Receipt Attached?	YES	NO	N/A
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Purchase Order Attached?	YES	NO	N/A
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Reimbursement to Owner
Authorized by: _____
(Need 3 of 5 on Board)

HOA Funds Disbursed: _____
(Date & Chk #/Detail)

* Mileage reimbursement based on current IRS standards at the time of form adoption. Rates subject to change. For reference, please visit <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>.