

## **HOA Expense Reimbursement Policy**

All out-of-pocket expenditures for HOA-related expenses in excess of \$50.00 must be approved in advance by the HOA Board of Directors.

Board members and/or HOA homeowners must submit an Expense Reimbursement Request, along with copies of their original receipts for items purchased and/or expenses incurred.

Expense Reimbursement Requests should be submitted to the HOA Treasurer in a timely manner. All Expense Reimbursement Requests must be reviewed/approved by the Treasurer and one Board member prior to payment (with the exception of monthly payments for utility bills and other contractual obligations that have been previously approved by the HOA Board).

One Board member signature is required for all HOA issued checks.

Approved: 5.11.2015  
HOA Board of Directors

Revised: 8.10.2015

Attachment – HOA Expense Reimbursement Form