

**The Villas at Falls Run Condominium
Unit Owners Association**

**Standard Operating Procedure
For Managing Monetary Contributions for Landscape Implementation**

Monetary contributions may be made for approved trees, shrubs, and other elements included in The Villas at Falls Run Condominium landscape design plan.

The following defines the process for receiving and tracking monetary contributions.

1. Contributions are to be in the form of a check or money order only; cash will not be accepted. The check or money order shall be made out to the Villas at Falls Run.
2. The check or money order is to be given to the person designated to receive monetary contributions. A receipt will be tendered.
3. A monetary contribution may be designated or earmarked for the purchase of a specific item or type of item.
4. The contribution will be forwarded to the Property Manager and will be accounted for in a separate line item in the Villas budget.

Memorial Donations: A donation to the Villas landscape effort in memory of another person may be made. A memorial donation will be processed as above plus the following shall apply:

1. As part of the donation, a donor may also purchase an approved memorial tag. Such tag shall be ordered by the person designated.
2. An order for a tag must be paid for in advance, and the donor shall sign-off on the labeling that is designated on the order prior to it being placed.

Gift Certificates: A gift certificate towards Villas landscape plan implementation may be purchased and given to a Villas resident for their use. A gift certificate purchase will be processed as above plus the following shall apply

1. Upon receipt of a check or money order for a gift certificate, an appropriate certificate will be prepared specifying the amount of the gift and the name of the person who purchased it. This certificate will be given or sent to the purchaser for their personal delivery to the intended recipient.
2. The gift certificate can be used as if it were a cash contribution for general use or earmarked for a specified purchase.
3. The addition of a memorial donation in conjunction with a gift certificate must be paid for separately.