

Funding for Community Social Activities

Did you know that the Lakes of Coppell Owners Association has set up a fund to help you in paying for some of the costs of neighborhood social activities?

If you are planning a social activity for your LOC neighborhood and would like to submit your request for help in funding the activity, all you need to do is complete an application form and send it to CMA, who will present it to the Board members for consideration.

The Board has established Guidelines for handling the requests, which include the following:

- A \$250 maximum per neighborhood for all events planned with a maximum of 3 events per year.
- Party organizers need to complete and sign the Event Funding Request Form (see below).
- Any promotional material must be submitted with the request for reimbursement, which may be denied if the material does not meet the guidelines.
- Invitations should be for a particular neighborhood (i.e. Waterside One, Waters Edge, etc) and should be all inclusive (all residents or the neighborhood should be allowed to participate).
- Your event must include at least 50 LOC households (if you are in a neighborhood with less than 50 homes you should invite households in surrounding neighborhoods in order to achieve the 50 household minimum).
- Funds will be available on a first come, first serve basis.
- Funds cannot be used to pay for any alcohol at the event.
- After the event is held, original receipts must be sent into CMA along with an invitation list of those who attended (addresses of households only, no names please).

A sample of the request agreement is included below.

Lakes of Coppell Community Event Funding Request Form

Date: _____ Neighborhood Name: _____
Name of event: _____ No. of Invitations Sent _____

I would like to submit the following request to the Lakes of Coppell Homeowners Association for consideration of funds to be used for the above noted event.

I understand that reimbursement funds will not be used for the purchase of any alcohol for the event. I will provide a list of those households invited to attend the above event (household addresses only, no names) and understand the persons invited should be all inclusive of the neighborhood invited without prejudice based upon sex, age, national origin, or religion. I also understand that at least a minimum of 50 households need to be invited for this event.

I understand that I will be reimbursed for the costs of the event up to a maximum of \$250. I will be informed by the LOC Board of the approved amount for this event. I will submit original receipts incurred for this event to Lakes of Coppell Association Manager at CMA before any reimbursements are sent to me for this event.

Name and Address of Requestor

Date

Return to: CMA, 1800 Preston Park Blvd, Ste 200, Plano TX 75093 Attn: Association Manager