



Grand Haven at Alcovy Mountain HOA Reimbursement Process

From time to time, residents may need to spend their personal funds to purchase HOA Board approved items on behalf of the HOA. If the resident wishes to be reimbursed, the following process needs to be followed:

1. Residents must complete the HOA Reimbursement Form (found on GCM website or available from HOA Board) attach the receipts and turn these into the HOA Board Treasurer.
2. The treasurer will review the form, the receipts and review the approval for the purchase. If all is in order, the Treasurer will date and sign the form indicating approval.
3. The treasurer will then submit the form and receipts to Georgia Community Management, who will issue a check on behalf of the HOA to the resident by mail.