

Pine Hollow Homeowners Association Policy

Title: Donation Policy
Revision: 0

Purpose:

The purpose of the Donation Policy is to provide a consistent process for publicizing, accepting and administering contributions to the HOA for capital improvements. Examples of donations include benches, trees and shrubbery, water fountains, etc.

Benefits:

- Accepting donations will assist the HOA in making capital improvements that otherwise may be delayed or unfunded.
- Accepting donations may also alleviate the need for increases in HOA dues.
- When members have the opportunity to give to the community it provides an opportunity to show pride and enhance our community while also recognizing and honoring special individuals.

Administration:

This policy is administered by the Board of Trustees in accordance with the HOA's plans and needs for the subdivision. The Board of Trustees will maintain a "wish list" or a capital improvement list specifying potential gift items and a timeframe for donation requests prior to communication, donation acceptance or project implementation. Timely notice will be provided to the HOA members (examples would be e-mail, website, newsletter, or membership meetings) when items are added to the Wish List with at least 30 days prior to the need date. A Donor may then contact the Board of Trustees with their desire to contribute to any item listed. The Board of Trustees will document the date, time, amount, and name of Donor for all donations offered. Donations will be accepted on a first-come, first-served basis if conflict arises. Members may also contribute to existing items where partial donations have already been made.

If a Donor would like to donate an item or capital improvement not on the "Wish List", the Donor will need to contact the Board of Trustees with an informal written proposal. Thereafter, a time will be scheduled to review and discuss the proposal. The Board of Trustees will review the donation and determine whether or not the donation is in accordance with the HOA's plans and needs for the subdivision. Items for consideration may be, but is not required to be, presented to a committee (such as ARC or Goals) for review and comment prior to the Board of Trustees approval. In this circumstance, the opportunity and/or notice for the membership to donate to the proposed items not on the "Wish List" may not be given.

All approved donations (for items on the wish list and not on the wish) will be communicated to the membership. Records of all donations, outside of associated committee involvement (example: Kid's Parties, Wildflower, Board, Website, ARC and etc), including but not limited to designated donations, undesignated donations, labor donations and material donations, will be recognized annually in categories of value to the association (example cash, labor or material donation totaling: less than \$100, \$100 - \$250, \$250 - \$500, \$500 - \$1000, \$1000+).

Policy:

Types of Donations

1. Designated Donations: Members and friends of the HOA desiring to contribute may give a monetary gift by designating a gift that has been included in a "gift list". Designated giving for items/projects not on the list will go before the Board for consideration as described above.
2. Undesignated Donations: Undesignated donations the HOA receives will be used as projects arise that are outside of HOA's operating budget.
3. Material Donations: If a donor wants to give a material donation to the HOA, the homeowner must send their request to the Board of Trustees for consideration

Dedications, acknowledgements and private memorials may be made in Pine Hollow Subdivision by the following persons to honor the following individuals:

1. A current or former resident or owner of the Pine Hollow HOA;
2. A current or former resident or owner of the Pine Hollow HOA in memory of and to honor any deceased person; and
3. Any person to honor a deceased former resident of the Pine Hollow HOA.

Acknowledgement

For a resident or group of residents to be acknowledged for their donations by adding plaques or engravings, the resident(s) must contribute more than 50% of the entire cost of the item. The Donor(s) will also be responsible for the entire cost of such plaques and engravings beyond the required donation. Plaques, engravings and fixed names on items, if requested, should be consistent and harmonious to the subdivision and appropriate in nature to the project and shall be approved by the Board of Trustees solely at their discretion. Before an acknowledgement through plaques, engravings, etc is permitted, the Donor(s) must transfer the entire pledged gift to the Association and pay for the full cost of the plaques and/or engravings in advance.

If the donation is not at least 50% of the entire cost or if no acknowledgement plaque or engraving is requested, a letter of appreciation for the contribution will be sent by the Board of Trustees.

Removal of Items

It is understood that items donated may eventually need to be replaced and the Board of Trustees may do so at its discretion. No reimbursement to the original Donor(s) will be made for removed items. However, anyone donating more than 50% of a donated item may take possession of items scheduled to be removed at their own expense after written notice is given by the Board of Trustees.

Pine Hollow Park Donations

The Pine Hollow Park is owned and maintained by the City of Pearland. A resident wanting to donate an item to the Pine Hollow Park should submit a request to the Board of Trustees. Once the Board of Trustees reviews the donated item plan, and is approved, the Board of Trustees will assist in submitting the request to the City of Pearland Parks and Recreation Department and notice will be give to the membership. This support is critical to the process, as all items should be aesthetically pleasing to the HOA's membership. The City of Pearland will have the final determination if the donation is acceptable as well as if a posted acknowledgement will be permitted.

Refusal of Gifts

If the Board of Trustees at their sole discretion determines that the donation(s) may not benefit the organization, it can be refused. The Board of Trustees shall not be obligated or compelled to accept every donation offered.

Amendment

This policy may be amended from time to time by the Board of Trustees.

Pine Hollow Donation Form

Donor Name: _____

Donor Address: _____

Donor E-mail Address: _____

Donor Phone Number: _____

Date: _____

I wish to make a:

Designated Donation: Wish List Item _____

Undesignated Donation

Material Donation: List Item (s) _____

Other: Describe: _____

The amount of my donation or estimated value is: \$ _____

Acknowledgement/Dedication

I am NOT interested in an acknowledgement in the form of a plaque/engraving as part of my donation

I am interested in an acknowledgement in the form of a plaque/engraving as part of my donation

Please return form back to **(management representative)** Community Association, Management Company Address., City, State Zip code, XXX@XXX.com (e-mail), or (XXX) XXX-XXXX (fax). Please contact Management Company at (XXX) XXX-XXXX if you have any questions.

**PRESIDENT'S
AND
SECRETARY'S**

CERTIFICATION: The undersigned, respectively being the President of the Pine Hollow Homeowners Association, a Texas nonprofit corporation, certifies that the foregoing policy was approved and adopted by the Board of Directors of the *Association*, at a duly called and held meeting of the Board of Directors of the *Association* on

19 Jul 2009 and in
witness thereof, the undersigned has subscribed his/her name.

PINE HOLLOW HOMEOWNERS ASSOCIATION
a Texas non-profit corporation,

By:

Paul R. Paul, President

Attested:

Nancy Kazanicki
Secretary