

The HICA's main funding source is generated by owner assessments and user fees. The Board of Trustees, Finance Committee, and staff are committed to using those resources wisely, with the Island's priorities kept in the forefront. Another growing source of funding has been through generous individual owner donations and HICA committee fundraising efforts. These donations have assisted the community, adding to amenities that would otherwise not be possible through the regular budget process. The following information provides our ownership with the HICA policy and procedures for donations and fundraising efforts.

Donations and Fundraising:

The HICA welcomes proposals for donations and fundraising from owners or committees that support the values, vision, mission and on-going operations of the Hat Island Community Association (HICA). All donations and or fundraising campaigns may be designated for a specific program, structure/amenity such as golf, marina, play area structures, or infrastructure such as a building replacement, walkway materials and other common area enhancements. These donations are "restricted" and given for a specific project/purpose. "Unrestricted" donations are also accepted. In this case the donation will be dispersed to the area of greatest need at the sole discretion of the HICA Board of Trustees and Island Management. Both restricted and unrestricted donations are acceptable ways to assist with funding gaps in the existing budget year.

Donation and Fundraising Goals and Policy Requirements:

1. To facilitate donations and fundraising efforts that enhance, beautify, improve, supplement, support, or otherwise benefit the Hat Island Community.
2. To accept only those donations and fundraising proposals that are consistent with the donation and fundraising guidelines as well as the HICA's mission, policies, restrictions, masterplan or long-range plan approved by the Board of Trustees.
3. To accept only those donations, gifts, donor recognitions given with no contingencies unless otherwise agreed upon, and the full understanding that they become the property of the HICA and are subject to the bylaws, resolutions, and CC&Rs that govern the association.
4. To provide a process for owner or committee donations and fundraising proposals. *See Proposal forms for: Individual Donations, Fundraising Proposals for Committee/Individual Projects or Events.*
5. To enter into a written donation agreement with the Donor(s), groups or HICA committee, where appropriate and advisable, that specifies the terms of any restricted gift, which may include provisions regarding maintenance, life span, and donor recognition.
6. To require all gifts and donations over the value of \$5000 and which may require HICA resources including maintenance costs (one time or on-going), to be approved by the Board of Trustees.
7. To control and manage the placement, location, of any gift (facility or amenity) including memorials and owner recognition plaques in common areas. This includes the number, wording and placement of any memorial. (*See memorial and plaque Policy.*)

8. To accept only donations/gifts with the knowledge that the HICA is in no way obligated to replace the improvement/donation item if it is stolen, vandalized, worn out, unsafe, or irreparably damaged, or destroyed.
9. To maintain the donation and or memorial in accordance of the written agreement between the donor and HICA and if no such agreement exists the donation or memorial shall be maintained for a time period reflecting the reasonably expected lifespan of the donation.
10. To accept only gifts which are of high quality to ensure safety, long life and are resistant to the elements, deterioration, and to acts of vandalism. Donation themes and styles will meet standards set by the masterplan/long range planning standards in order to keep a harmonious look throughout the community.
11. To calculate, review, and evaluate the expected life cycle, repair and replacement costs, estimated employee labor and all types of maintenance costs as well as only accept those donations/gifts that do not cause undue financial burden on the HICA staff/resources. The request can include a request for partial contribution out of HICA budgets to cover initial costs.
12. If it is determined the donation/gift will cause the HICA to incur a financial burden, the donor/fundraising effort to cover all or part of the costs for the purchase, installation, and including maintenance costs for a period of time as established by the Board of Trustees/HICA management (Note some communities have a lifespan maintenance requirement or the HICA may consider the donated item to be incorporated into the current maintenance and replacement budget or a combination of both). This will need to be noted in this policy.
13. To establish a memorial policy that respects the desire of individuals to memorialize their loved ones, but also recognizes the desire of other owners not to be burdened with the reminder of death in common areas in the community. All efforts will be taken to recognize and remember loved ones in a discreet manner. All memorial or plaque wording will be reviewed by the HICA Board or their designee prior to installation. See Memorial Policy.
14. To determine if associated user fees will be necessary as part of the donated amenity, and approved by the Board of Trustees. Example: new golf disc course donation installed and user fees will be charged to cover maintenance, depreciation of the amenity.
15. The donation, if a program amenity, should plan for ease of use by all ownership, and not provide an undue hardship for staff to manage the program.
16. To decline any donation/gift that could possibly infer in any way the HICA's endorsement of the Donor's goods or services or any propriety interest of the Donor.
17. To make it known that the Donor is responsible for paying for any independent assessments of value or tax write-off of any item donated. An estimated value of the item will be provided for HICA insurance purposes. Large structures, sculpture, etc. as an example.
18. To assure cash donations and all HICA fundraising events will comply with the HICA/Financial auditing requirements. See **HICA Cash Handling Policy**