



Sudden Valley Community Association

Policy: Donation and Memorial Gift Policy
No. 2026-03
Date: June 25, 2026

Purpose: The purpose of this policy is to establish guidelines for the acceptance, recognition, and administration of voluntary donations and memorial gifts made to the Sudden Valley Community Association (SVCA). Donations and memorial gifts provide members and friends of the community with an opportunity to support amenities, programs, natural areas, and special projects that enhance the quality of life within Sudden Valley.

Participation is entirely voluntary, and no donor shall receive any special rights, privileges, or influence over Association governance or operations as a result of a contribution.

1. Authority

The Board of Directors authorizes the General Manager to administer this policy and to accept donations that comply with these guidelines. Gifts that impose significant obligations, restrictions, or ongoing maintenance costs may require approval by the Board of Directors. Proposed donations need to be addressed to the General Manager at office@suddenvalley.com.

2. Types of Contributions

SVCA may accept:

- Monetary donations
- Memorial and in-memory gifts
- Honorary gifts recognizing individuals or families
- Donations of equipment or materials
- Restricted gifts designated for approved projects or programs
- Unrestricted gifts to support general Association purposes

SVCA reserves the right to decline any donation that:

- Is inconsistent with the Association's mission or governing documents;
- Creates excessive maintenance or financial obligations;
- Requires the Association to undertake activities outside its authority;
- Includes conditions deemed unreasonable by the Board or General Manager.



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3. Memorial Gifts

Individuals or families may make contributions in memory of a loved one or in honor of a person, family, or significant event.

Examples include:

- Trees and landscaping
- Benches
- Park improvements
- Trail enhancements
- Youth programs
- Recreation facilities
- Environmental preservation projects

The Association will make reasonable efforts to ensure that memorial gifts support community priorities and are compatible with existing plans and facilities.

4. Restricted Donations

Donors may request that contributions be directed toward specific purposes, including:

- Parks and trails
- Recreation programs
- Environmental stewardship
- Youth activities
- Community events
- Marina improvements
- Lake access facilities
- Open space preservation
- Capital improvements

Restricted gifts shall be used solely for the designated purpose if the original purpose becomes impractical or impossible an option may be proposed to the donor.

5. Memorial Benches, Trees, and Physical Improvements

Requests for physical memorials shall be reviewed by staff to ensure:

- Appropriate location and compatibility with existing facilities;
- Compliance with safety and maintenance standards;
- Long-term maintenance requirements are manageable;
- Consistency with the Association's landscape plans.

The donor may be responsible for all installation costs and, if appropriate, an additional contribution toward future maintenance.

SVCA does not guarantee perpetual maintenance or replacement of memorial items. Memorial



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plaques, benches, trees, and other installations may be relocated, repaired, or removed if:

- They become unsafe;
- They interfere with future improvements;
- They are damaged beyond repair;
- Natural conditions or disease require removal.

6. Recognition

Unless anonymity is requested, donors may be acknowledged through:

- Letters of appreciation;
- Association publications or newsletters;
- Community recognition events;
- Plaques or engraved markers approved by the Association;
- A memorial or donor registry maintained by SVCA.

Recognition shall be tasteful and consistent with the character of the community. Naming rights for buildings, parks, or major facilities require Board approval.

7. Tax Considerations

SVCA shall provide written acknowledgment of donations in accordance with applicable federal and state requirements.

SVCA employees, directors, and volunteers shall not provide legal, financial, or tax advice. Donors are encouraged to consult their own professional advisors regarding the deductibility or tax treatment of gifts.

8. Memorial Fund

The Association may establish a separate Memorial and Community Enhancement Fund to receive donations and memorial contributions.

Funds may be used for:

- Beautification projects;
- Tree planting;
- Park and trail improvements;
- Recreation and youth programs;
- Environmental preservation;
- Community gathering spaces;
- Other projects approved by the Board of Directors.

Unused balances shall remain in the fund and carry forward from year to year.

9. Administration and Accounting

All donations shall:

- Be recorded and deposited through normal Association financial procedures;
- Be accounted for separately when restricted by the donor;



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- Be subject to annual financial reporting and audit procedures;
- Be administered in accordance with applicable laws and Association policies.

10. No Special Benefit

Contributions are charitable and voluntary in nature. Donations do not:

- Confer ownership rights;
- Alter member voting rights;
- Provide preferential treatment;
- Influence Association decisions or enforcement activities.

11. Effective Date

This Donation and Memorial Gift Policy shall become effective upon adoption by the Sudden Valley Community Association Board of Directors and may be amended from time to time by Board action.