

PROCEDURE

Gift/Loan Procedure

(Replaces Contributions/Donations/Loans Procedure*)

Responsible Committee: Indoor Common Space

Date Adopted 6/21/2020

Last Reviewed 7/15/2018, 5/6/2020

Introduction:

The Gift/Loan Workgroup is responsible for reviewing all physical items donated or loaned to the community and making a recommendation about whether to accept the item as HOA property or a loan to the HOA. In its deliberations, the Gift/Loan Committee will request input from any relevant Committees that have an interest in the space in which the proposed donation will be displayed, housed, used, or stored or the activity that the object will support. The Workgroup will record its deliberations by noting important pros and cons, while considering anticipated both short- and long-term consequences of accepting the donation.

The first task undertaken for the Gift/Loan Workgroup is to review all physical items donated or loaned to the community since a freeze on contributions and loans was established in early 2018. This will deal with the backlog of items that are currently located in the common spaces of PDX Commons without having been formally accepted as gifts or loans. This initial phase of the review is supported by an unofficial House Inventory completed by the Indoor Common Space Committee in February 2020, archived under Indoor Common Space Committee/Gift Loan Workgroup/Common Space Inventory 2020 at (<https://drive.google.com/open?id=1dZUO2pbbqe7P1z-PntDb56DFiI1EZ7U->). We are also using an official inventory of HOA furniture and other appliances maintained by Tom Snell as office manager, as the baseline of items already accepted by the HOA prior to the initiation of the Gift/Loan procedure. This inventory is located here: https://drive.google.com/open?id=1ZGHjBW_1eaLJ_7n1BiWdwUIS5tZsfFMr.

On an ongoing basis, the Gift/Loan Workgroup will meet periodically, as needed to discuss proposed gifts or loans to PDX Commons. Requests for consideration may originate with individual owner, but should have been reviewed by and have the support of a relevant Committee before being considered by the Gift/Loan workgroup.

A. Relevant information for consideration by the Workgroup may include:

- anticipated benefit to the community.
- approximate value/cost and implications of that for equity among community members.
- size vs space available.
- whether there is expressed committee/workgroup or individual support for the proposal or expressed concern about the proposal.
- whether the proposal is consistent with building codes, community agreements and procedures.

PDX Commons Condominium Owners' Association

- whether the donation requires significant community effort to maintain (e.g. by a task team) or would result in significant costs for scheduled replacement.
 - whether there is a clear understanding about whether the donor wishes to retain ultimate control over the item (which would make it a loan rather than a donation).
- B. Any proposed donation or loan that is assessed by the Gift/Loan Workgroup (in consultation with the F&A Committee's Legal and Administration Workgroup for reserve, budget, and insurance considerations) as meeting one or more of the following criteria will be sent by the Gift/Loan Workgroup to the full community for approval:
- The donated object needs to become part of the Reserve Account (e.g., if scheduled replacement is required).
 - Receiving the loan or donation has an operating or maintenance cost that significantly impacts the HOA budget.
 - Approving the donation or loan requires significant dedicated storage space in the building.
 - Accepting the donation would require a significant increase in community insurance cost due to a high monetary value.

In this case, the Gift/Loan Workgroup will submit a proposal for consideration by the community that includes all the relevant review findings (pros and cons), input from any relevant committees, as applicable, and a recommendation for community approval or disapproval.

- C. In cases where a donation or loan has no significant financial, storage, or maintenance requirements, the decision to accept or not accept a particular item will be announced to the community with opportunity for a 5-day review and comment by community members. Review comments received during the review period will be taken into account in making a final decision.
- D. Final disposition of all considered items will be posted on a regular basis in the Gift/Loan Decisions Log on the HOA portal in a folder within Indoor Common Spaces Committee/Gift-Loan Workgroup, labelled *Actions by Gift-Loan Workgroup* located at <https://drive.google.com/open?id=14GoQaz7ZDuIvAL4a-7ithBzO7TfUcWko>.
- E. To document the gift or loan, a gift/loan agreement will be executed by the donor/loaner and a representative of PDX Commons HOA. This documentation will be kept in the HOA Office or on the Portal. In addition, all loaned items will be labeled as a loan with the name of the owner firmly attached and visible on backside or bottom.
- F. Gift/Loan forms are available on the HOA portal in a folder within Indoor Common Spaces Committee/Gift Loan Workgroup, labelled Gift Loan Forms at: <https://drive.google.com/open?id=1oA1EtsGWcuQsDWfr6CdHqP-UfawNS0dF>.
- G. Scanned copies of executed gift/loan forms are kept in a subfolder within the same folder at: <https://drive.google.com/drive/folders/1luUXU5OGdccCo-0-TlCPjbuwvStn40It>.

PDX Commons Condominium Owners' Association

- H. A decision by the Gift/Loan Work Group will be reviewed if a Committee or Workgroup requests it, or if 3 or more households state objections in writing to a donation or loan that that has been approved by the Workgroup. In either case, the reasons for the requested review should be stated, as well as any suggestions to ameliorate any problems. The Gift/Loan Workgroup may request assistance from the Conflict Resolution Team, as needed, to assist with resolution.

This procedure replace the earlier Contributions/Donations/Loans Procedure, dated 7/15/2018, which never went through a final approval by the community.