

MEMORIAL COMMITTEE

CHARTER

Memorial Committee is a Standing Committee to establish and maintain a process for acceptance of funds for a Memorial program for the Resort, thus preserving the memory of residents who have passed away. Also, establish criteria for the acceptance of donations/bequests and make it possible for all contributions to be acknowledged.

DUTIES AND OPERATION

1. The Committee will consist of 5 members, plus a representative of the Board as liaison.
2. The Committee will meet as required to clear the business established and can be called at the discretion of the Chair or at the request of any of its members.
3. The Committee will establish an accounting process whereby all donations, monetary and 'gifts in kind', will be acknowledged. Gifts in Kind will be evaluated and designated credits assigned to the donor.
4. A Memorial Register will be created to acknowledge all contributions promptly. The Register will suitably acknowledge who the memorial is for and the donor (if so desired). The Register will be on permanent display in the Resort lobby.
5. Memorials and donations to the park are encouraged by members of the committee. To account for monetary donations, a dedicated memorial Fund account shall be maintained in the chart of accounts in the annual budget.
6. Donations may be received with specific instructions for their use. The Committee will make every effort to grant the request providing that there is no conflict with Resort rules and regulations and with consultation with the Resort manager and where necessary The Board.
7. Funds for disbursement will be submitted by requisition through the Park Manager for payment.
8. Establish a priority list of items to be considered for Memorial Fund support.

MEMORIALS AND DONATIONS

Memorials and donations to the park are encouraged by members of the association. To account for monetary donations, a dedicated Memorial Fund account shall be maintained in the chart of accounts in the annual budget. There shall be established a five-member standing committee of the board who will be charged with the responsibility for managing memorial funds, and acknowledging memorial requests and donations.

Donations of equipment, goods, and services will also be accepted with memorial committee and management approval. Use, appearance, maintenance, and suitability of items will be considered; and donations of equipment and hardware must meet all local, state, and federal requirements.

Donations for landscaping will be reviewed by the landscape committee, and the manager for compatibility with the parks overall landscaping plan.

For any and all items requiring maintenance, the association will assume full responsibility; however, the option of replacing worn-out physical items or dead or dying trees, flowers, and shrubbery will be at the option of the board of director.

Any request for memorials and donations that would in any way alter the physical appearance of the park must meet with approval of the manager.

Memorial or donations to set aside specific areas of the park for specific purposes may be considered, but must meet with approval from the board of directors, e.g. flower gardens, putting greens, and arboretums.

Approved at the GVRV Board of Directors' Meeting on March 16, 2010