

## Recognition of Contribution to Lake Royale POA

**Proposal:** Official policy for Lake Royale POA to recognize businesses, individuals, and groups who contribute generously to our community through awarded certificates.

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### 1. Qualification

Any entity that does one or more of the following:

1. Works for the POA, for cost of materials, or hired third parties
2. Gives unconditional direct donation of needed or desired materials, goods, or money

### 2. Award Levels

Amount	Level
\$1,000 or more	Bronze Award
\$5,000 or more	Silver Award
\$10,000 or more	Gold Award
\$100,000 or more	Platinum Award

### 3. Calculation

#### 3.1 Community Service Work

For the sake of volunteer unskilled labor donated to the POA, it will just be averaged at twice the state minimum wage, then multiplied by hours worked (breaks not included). Timecards with documentation of hours worked should be signed by either a POA staff member, or Board of Directors member witnessing the work performed.

Example calculation:

*07/24/2009 North Carolina minimum wage will be \$7.25. If a Bronze award is to be earned, 69 documented hours must be worked. ( \$1000 / \$14.50 per hour = 69 hours )*

#### 3.2 At Cost Work

Work done at exact cost of materials, and third party vendors, proved by receipts shall qualify as **Community Service Work**. Third parties hired for cost are not to include family members.

#### 3.3 Material Donations

Except for items identified as clearly antique, or extremely rare, material donations shall be calculated at amount actually paid to acquire the exact item being given, or lowest market value available at the time the item or items are received.

### 4. Timeline

As long as the documentation surrounding the qualification of an award is clearly maintained, the timeline can be any number of calendar years.

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### **5. Official Titles**

All awards will contain the phrase "Lake Royale POA Generous Business" prior to the awarded level.

In the event that the award is to an individual it will say "Person" instead of "Business", and for a group, it will say "Persons"

The award certificate will contain a general description of what was given, but no value will be placed on the certificate.

### **6. Disclaimer**

All work, or donations must be received in full, prior to giving any official recognition in connection to this award.

The Lake Royale Property Owners Association is not obligated to accept any unwanted or unsolicited gifts.

The receiver of the award is not entitled to additional benefits, or special privileges of any kind.

### **7. Assignment of Responsibilities**

**7.1** All documentation is to be given to the current Lake Royale POA Board of Directors Chairman, or his duly authorized representative.

**7.2** The responsibility of verifying the documentation shall likewise belong to the Chairman.

**7.3** Any request to view documentation must be made to the Chairman. The Chairman must then make available this documentation to any requesting party within 14 calendar days.

**7.4** At the end of each term, the Chairman must provide the accumulated documentation to the POA, who will be responsible to maintain a copy (paper or digital), and provide the documentation to the next Chairman.

**7.5** Purchase or making of the award shall fall on the Lake Royale POA General Manager or his duly authorized representative. The request for the award must be accompanied by appropriate documentation by the Chairman, and also be made twenty eight calendar days in advance. Alternately, the Chairman may choose to assign this task to himself.

**7.6** Notification of award must be made more than twenty one days prior to distribution to recipient by the Chairman to the rest of the Board of Directors by any written means, including email.