

Agreement on Loans and Donations of Personal Property

Purpose

The purpose of this agreement is to encourage and provide standards for SSV residents to loan or donate items of personal property or trees/shrubs for use by the community in common areas.

Donations and Loans of Personal Property

1. There is a strong preference for donations over loans. Loans shall be accepted only in special circumstances, in coordination with the appropriate team.
2. Acceptance of a donation of personal property is decided by the appropriate team based on the overall needs of and benefit to the community, an appropriate location for use, display or storage, and provision for SSV to maintain, repair and insure the item. A team may bring the offer to the community for guidance. Once donated, the care and disposition of the item are in the sole discretion of the team.
3. Once donated, the item is property of SSV and decisions about its placement, use and disposal --including sale--are the sole responsibility of SSV. Any donated property must be made available for general community use, although some items such as the exercise room and shop may require special instruction and a signed liability waiver.
4. For loans of personal property, an agreement will be signed by the lender and the chair of the Steering Team based on recommendation of the appropriate team. The agreement will cover liability for damage or theft; responsibility for maintenance and repairs; term of the loan; and provision for installation and removal. Loaned items must be made available for general community use, although some items such as the exercise room and shop may require special instruction and a signed liability waiver. Loaned items will be returned to the loaner upon request or if the team determines the loan is no longer appropriate for use by SSV. Items may be loaned to SSV only by community members.
5. Donors or lenders of personal property shall not receive financial or other benefit in return for a loan or donation. Offers by community members to purchase items for the community shall be considered in the same manner as offers of donated items.
6. SSV shall make and keep an inventory of loaned items.

Improvements to Common Space

1. Individuals may make donations of time, materials and funds for improvements to the SSV common space.
2. All improvements to common space must be made available for general community use and the donor shall not receive financial or special benefit in return.
3. For donations toward permanent improvements to common space, the request shall first be approved by the appropriate team. The team will assure provision is made for the

community to assume responsibility for repairs, maintenance, modifications and removal, including sufficient budget resources. The proposal then will be presented at a community meeting. Where appropriate, the Design Review sub-team will evaluate the request and may make further recommendations.

4. If the community accepts donation for an improvement to common space, the community will assume responsibility for maintenance of the item or area.

Donations of Trees and Shrubs

1. Application for planting of trees and shrubs by or on behalf of a community member must be approved by both the Gardens and Grounds Team and the Design Review sub-team.
2. The Gardens and Grounds Team will negotiate at the time of approval a plan for the ongoing maintenance of the plants. This could include maintenance by the applicant or by the community.
3. Agreements relating to donations of trees and shrubs may be revisited at the initiative of either the Gardens and Grounds Team or the applicant.

Related Procedures:

1. The Common House Team will make and update annually an inventory video of property owned by SSV in the common house. This is for insurance purposes
2. Community meetings will have a standing agenda item for reports from the Design Review sub-team of any requests or actions since the previous community meeting, including denials. This is for information only. If a resident wishes to appeal the granting or denial of a design review decision the process is the same as bringing forth any issue to the community for consideration.
3. Approved special limited uses of common space such as the shop, artist area or exercise space shall be managed and monitored by a designated sub-team responsible to the appropriate team for decisions about furnishings, equipment, operating regulations, required training and liability waivers. Use of common space shall be available to all residents under the same conditions, which may include requirements for training, liability waivers and other uniform provisions.
4. Any change in the use or purpose of a common space must be initiated by the appropriate team and authorized by the community.
5. Questions, concerns, objections or information about donations of personal property, resident-funded permanent improvements, or special uses of common space may be brought to the community for discussion by a community member by notifying the Steering Team.