

**RESOLUTION OF THE ORCHIDLAND COMMUNITY ASSOCIATION, INC.  
ADOPTION OF POLICIES AND PROCEDURES FOR EMERGENCY RELIEF**

**SUBJECT:** Adoption of a policy and procedures to be followed when the use of pre-allocated Emergency Relief money is required.

**PURPOSE:** The purpose of this Policy and Procedure document is to provide for immediate allocations of assets in the event of a disaster. In defining "disaster" this is any event, either naturally occurring or otherwise, that would create a dangerous situation on our roads, and the situation must be corrected immediately to minimize the danger. The "purpose" is further defined to allow any two (2) Officers from the Board of Directors, in the interest of expedience, to allocate Emergency Relief money for correcting the situation without the need for a time-consuming, or perhaps unavailable Special Meeting. The Emergency Relief assets are for road damage usage only.

**AUTHORITY:** The Orchidland Community Board of Directors and Hawaii law.

**EFFECTIVE DATE:** May 28, 2010

**RESOLUTION:** The Board of Directors, on behalf of the Association, hereby adopts the following:

1. Scope. The Emergency Relief assets pools monies that are raised through public appeals and earmarks from the budget to facilitate in an equitable, timely and efficient distribution of financial assistance to disaster areas. The guidelines establish the membership of a Standing Committee from the Board of Directors members. The Standing Committee has the capacity to draw on expertise from local community members and other stakeholders as appropriate. The guidelines establish principles and criteria to guide the distribution of assets to areas affected by disasters. The assets are pre-allocated expense items within the annual budget.

In summary, the principles that guide the use of Emergency Relief money are:

1. Eligibility criteria will provide a fair and equitable distribution of assets to areas of disasters. Priority will go to those areas that need help the most.
2. Applications for assistance from people who are located in the area of disasters will be assessed in a fair, equitable and timely manner and each case will be evaluated on its merits so any special needs can be considered.
3. Relief monies may be allocated to disasters due to natural or other causes and in the case of minor disaster events.
4. The Disaster Relief monies will seek to pool other private appeal assets to achieve greater equity in assistance, and reduce administrative costs.
5. Monies will not be used to replace government grants or insurance.
6. The disaster emergency relief monies held, may receive cash donations.
7. Monies will not be provided to compensate for personal injury arising from a disaster event or any other issue.

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PRESIDENT'S CERTIFICATION: The undersigned, being the President of The Orchidland Community Association, Inc., a Hawaii nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on and in witness thereof, the undersigned has subscribed his/her name. This policy and procedure document followed the Orchidland Community Association's Adoption of Policies and Procedures.

ORCHIDLAND COMMUNITY ASSOCIATION, INC., a Hawaii non-profit 501c(4) corporation.

By: \_\_\_\_\_

President

Date: \_\_\_\_\_