

**LAKE OF THE PINES ASSOCIATION
POLICIES & PROCEDURES**



Lost and Found

It shall be the policy of the Lake of the Pines Association to ensure that good faith efforts are made to see that items recovered on Association property are returned to their rightful owners. Legally, items found on Association property are not the property of the finder (whether the finder be an employee, member, or guest), as the proprietor retains such rights.

Procedures spelled out below will be followed in handling of found items:

1. Items found on Golf Course will immediately be turned in to the Golf Professional.
 - a. Items such as golf equipment (clubs, gloves, head covers, golf paraphernalia, etc.) will be temporarily retained by the Golf Professional. The Golf Professional will maintain lost items in boxes in the Pro Shop for members to search as appropriate when reporting lost items. A quarterly review of boxes will be made by the Golf Professional, Board Green Liaison, and General Manager to determine manner of disposal of items of long duration. Prior to disposal (trashing, fire sale, donation, etc.), a notice will be placed on an appropriate bulletin board and in the LOP News and Pines Times of intended disposal date. Itemized listing of such items will not be made.
 - b. Items such as glasses, wallets, purses, etc. found on Golf Course will be turned into the Golf Professional and handled in the manner prescribed below.
2. All items, not specifically excluded by above paragraphs, found by employees, members, or guests will be handled in the following manner:
 - a. Refer found item(s) to Public Safety or Administration Office (on weekends or non-work days to Public Safety Office).
 - b. Upon receipt of item(s), a Found Article form will be prepared indicating where item(s) is located, signed by custodian if appropriate and placed in Public Safety Office files. All item(s) will be retained in Public Safety Department's custody.

- c. Periodic review will be made of Found Article forms and if owner is not located in 90 days, after proper advertisement in LOP publication(s), the item(s) will be disposed of in accordance with paragraph 3 (a).

- 3. Disposal of found article(s) other than items mentioned in paragraph 1 will be handled in the following manner:
 - a. The Public Safety Manager and one or more staff members, will review Found Article forms to insure proper procedures adhered to, and then authorize disposal of item(s) by sale or donation. Any monetary sum received by sale in paragraphs 1 or 3 will be properly accounted for and transmitted in the normal manner to the Accounting office for inclusion in the general fund.