



POLICY and PROCEDURE

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GIFTS AND DONATIONS

PURPOSE

To establish a Policy and Procedure for acceptance of gifts and donations to Pinebrook Homeowners' Association.

POLICY

The Board may accept or reject any gift or donation of money or other property on behalf of Pinebrook Homeowners' Association. Such gifts and donations thus become the property of Pinebrook Homeowners' Association.

REFERENCE

N / A

FORMS

None

PROCEDURE

1. All gifts or donations must be approved by the Pinebrook Board of Directors and recorded in the minutes
2. To be acceptable, donated materials and property must not create ongoing obligations when they are exhausted, unless such obligations are consistent with goals and plans which have been approved by the Board.
3. While greatly appreciating suitable donations, the use of and final disposition of all gifts shall not be impaired by restrictions or conditions imposed by the donor.
4. Records of all donations shall be kept by the Pinebrook Office Manager.
5. A thank you letter and a copy of this policy letter shall be sent to the donor upon acceptance of all gifts.

SUMMARY OF CHANGE FROM PREVIOUS ISSUE

Changed "Title". Minor reformatting