



## **DONATION POLICY**

1. All donations of any kind, for any reason must receive board approval prior to the donation being made.
2. All donations are final and become the property of the HOA Community and may be disposed of at any time.
3. Personal Item donations are not accepted.

**Do not drop off your items prior to receiving written HOA Board Approval.**

1. To obtain board approval you may provide a photo and written description of the item(s) to be donated; include dimensions.
2. Provide the required information to your Division Representative or the Clubhouse Manager to provide during the next Board Meeting for review.
3. Donation items must be new, like-new, or slightly used condition only to be considered for approval.

### **Items in need:**

Keurig Coffee Pods, Tea, Stirrers, Creamers, Sweeteners, and Paper Product are of need, contact the Clubhouse Manager for consideration and to move through the Board Approval Process.

### **Board Review considers the following:**

- The need for the item
- Placement of any items
- Person(s) to perform any tasks related to the item(s)

**Note:** Any items without approval will be disposed of; the owner of the item(s) will be asked to remove any dropped off items. If the item is not removed, the owner will be charged removal fees.

*The HOA Board of Directors*