

# LOCH LOMOND BEACH CLUB

## POLICY AND PROCEDURES MANUAL

SUBJECT: DISTRIBUTION OF MANUAL  
REVISED: 8/21/10

POLICY #: 3  
PAGE 1

EFFECTIVE DATE: 10/89

### POLICY:

This manual is being distributed to each Loch Lomond member of the Board of Directors and to the Club Manager. Each director and the manager is assigned a numbered manual and is responsible for it. A copy is maintained at the Beach Club desk and is available for members' review. The secretary of the Board of Directors is responsible for collecting manuals when a manual holder leaves their position, assuring they are updated and current, and re-issuing to new Board members or club managers.

### PROCEDURE:

Any Board of Director member or Club Manager who leaves his position should return their respective manual to the secretary of the Board.