

# LOST AND FOUND PROPERTY

## Lost Property

1. If you have lost keys or a valuable item please phone the Resort Managers first
2. Next, look in the two areas of the Country Club where found items are stored as well as on the MQ Facebook Page for any notifications of found property
3. If any pool items have been left in the Summer House area, the Resort Managers, will put these types of items in the low SS cupboards on the left hand side of the BBQ bench
4. When able, the Resort Managers, will take other types of items which have been found elsewhere around the resort to the Country Club and put in the 'Found Property' locations
5. From time to time the Resort Managers will take any unclaimed pool items still in the SS cupboards to the Country Club and put in the 'Found Property' locations

## Found Property

1. When an item is found at GemLife Maroochy Quays please post a photo on the MQ Facebook Page as well as advising where the item has been put
2. Please then put the smaller items in one of the two baskets in the low black cupboard opposite the Hairdressing Salon
3. If the items are too big to fit in one of the two baskets please put it on the high shelf marked **LOST PROPERTY LARGE ITEMS**, which is located inside the unlocked cupboard at the Country Club where the extra tables and chairs are stored
4. If keys or a more valuable has been found please give it to the GemLife Resort Managers for safe keeping after posting a photo on the GM Facebook Page as well as advising that the item has been given to them
5. From time to time unclaimed property will be sent off to a charity after a final post on the GM Facebook Page and displayed at the Country Club at an advised date and time

**Please Note:** It is important that residents be aware that to our Resort Managers are not responsible for *our* lost and found property ... it is up to *us*, the residents to monitor this as these items belong to *us*