

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.

INFORMATION CHANNEL

POLICIES AND PROCEDURES

PURPOSE: To provide information of common interest to the residents of Edgewater Landing.

COMMITTEE STRUCTURE: The President of the Board of Directors will designate one person to be responsible for adding and deleting messages on the channel. The designated person may select an alternate to maintain messages during their absences or incapacity.

REPORTING: The designated individual is responsible to the Board of Directors for the content of the messages on the Information Channel, and will cooperate with Committee Chairpersons and the Presidents/Leaders of other community activities or clubs for timely updating of Information Channel messages.

PROCEDURE:

1. There shall be no advertising type messages that could be construed as being of commercial nature. Advertising for community events (e.g. dinners and dances) are allowed.
2. Viewing is at the discretion of the resident, so no attempt should be made to use the channel to circulate information that would require a quick response from residents. All messages should be informative only. Examples of appropriate messages include, but are not limited to, social events, meeting dates and times, health and well being of residents, pool closure and general community safety messages. A member of the Board of Directors (typically the President) will resolve disputes over the appropriateness of messages proposed for posting.
3. Requests for messages to be added to the Information Channel must be accompanied by a date the message should be removed, and may indicate desired frequency of display; daily, Saturdays only, etc.
4. General information messages, such as reminders of ACC requirements or Boat & RV Storage practices, that are appropriate for remaining on the Information Channel for extended periods, may be displayed daily for up to two weeks when a change is made to the message but should then be displayed on Saturday or Sunday only.
5. Shorter duration messages may be displayed daily until removed. Messages regarding the health status of a resident will typically be removed within one week. All other messages should be removed within two weeks.
6. There are a limited number of message screens available in the system. Messages should be concise to permit comprehension in a short viewing time. If it is necessary to convey more information than a single screen can display, the message should be supplemented by additional means of communication; bulletin boards, the Pelican's Pouch, etc.
7. The scroll function is limited to messages that need immediate attention, e.g. safety hazards, pool closing.
8. Board of Director announcements/postings shall be issued by the President or through the Recording Secretary.
9. Any message submitted by a resident other than a standing committee chairperson or an organized activity leader, shall have been cleared by the respective chairperson/leader.
10. Any message regarding the health status of a resident shall originate with the resident or a family member.