

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.
RESIDENT PHONE DIRECTORY COMMITTEE
POLICIES AND PROCEDURES

PURPOSE: To compile, publish and provide for distribution in April of each year, an Edgewater Landing Resident Phone Directory.

COMMITTEE STRUCTURE: The President of the Board of Directors shall appoint the Chairperson of this committee each year. The Chairperson may appoint a Vice Chairperson and select as many additional committee members, as necessary.

REPORTING: The Chairperson shall report on committee activities to the Board of Directors as necessary.

DIRECTORY STRUCTURE: The Directory shall:

1. Contain name, address, home and cell phone numbers and email address, at the residents' option, for those residents choosing to be included in the Directory.
2. List the names and phone numbers of the current Board of Directors and Officers, Standing Committee Chairpersons and the contacts for other community activities.
3. Contain frequently called numbers in Edgewater Landing, the City of Edgewater and other important numbers, as determined by the committee.

PROCEDURE:

1. The publishing cost of the Directory shall be underwritten by selling advertising to local merchants at rates which shall be reviewed annually by the committee.
2. Throughout the year the committee shall compile and maintain accurate listings for current residents of Edgewater Landing using sources like the Management Company (TJW), the Welcome Committee, and the Information Channel, among others.
3. Committee members will contact current advertisers annually to see if they will renew their advertisement, at current approved rates. Committee members will also sell new ads to local merchants.
4. The committee will work with printers to determine cost, deadlines and format needed to meet an April issue date in a cost effective manner.
5. The committee will provide up-to-date resident and community listings and ads to the printer by the established deadline.
6. The goal of advertisement sales is to cover the cost of 'publishing' the Directory. Funds received in excess of the costs to print the Directory will be deposited in, and shortfalls will be covered by, the HOA Activities Fund.
7. Distribution of the Directory will be with the cooperation and assistance of the Pelican's Pouch distribution system.