

## Web Site - Policy & Procedures

### **Introduction**

The Cherrywood Lane Homeowners Association (“HOA”) web site is published under the direction of the Board of Directors to keep the community informed of news, events and other items of interest which are relevant to the community and its homeowners. It communicates homeowner and board activities and also provides alerts to interested community residents via various email lists.

### **(1) Web Site URL Address -**

The URL for the Cherrywood Lane HOA web site is:

<http://www.orgsites.com/wa/cherrywoodlane>.

Orgsites.com Global Neighborhood maintains the host server and holds the domain name license. Orgsites.com Global Neighborhood currently does not charge a fee for providing this web site access to Cherrywood Lane Homeowners Association.

### **(2) Editorial and Content Policies -**

The HOA’s Board of Directors has responsibility for the content of the web site. The webmaster has responsibility for operation and design of the web site and for publishing the approved content. The webmaster shall be appointed by the President of the HOA, subject to approval by the HOA Board. Only the webmaster and his/her backup is authorized to make changes to the web site for Cherrywood Lane HOA.

The home page of the web site will announce the date and time of the next scheduled HOA Board meeting.

A listing of the current Board members will be shown on the web site.

The text of the HOA’s recorded Covenants, Conditions and Restrictions (“CC&RS”), and any Amendments thereto will be on the web site.

The web site will not "take a position" on any issue unless the HOA, via the means set down in the CC&RS and Bylaws, has taken such a position. The webmaster shall strive for a neutral position in presenting all news worthy of community interest. The webmaster shall not offer personal opinions on submitted material.

Feedback from community residents will be encouraged to improve the accuracy, quality and usefulness of the web site.

All flyers and publications published by the HOA will publish the URL address of the web site.

### **(3) Advertising Policies**

Until such time a web site advertising policy is developed by the HOA Board, advertisements will not be permitted on the web site.

#### **(4) E-mail Policies -**

In order to protect against unsolicited e-mail, e-mail addresses of HOA Board Members and all Homeowners will not be published on the web site without the prior written permission of their owners. All HOA Board Members and Committee Members will share a generic HOA email address: [CherrywoodLane@comcast.net](mailto:CherrywoodLane@comcast.net). Upon receipt of any emails, the webmaster will timely attempt to forward such emails to their respective e-mail accounts. As the e-mail addresses of the persons holding these positions change over time, so will the forwarding addresses. This generic address will be published on the web site.

#### **(5) Mailing List Policies -**

The webmaster shall create a system for creating and managing e-mail distribution lists (also known as mailing lists) for announcements. Membership in any mailing list is always voluntary; every listed Homeowner, or resident of the community, will have the option of being removed from a list at any time. The creator of the list (the webmaster) will be the initial administrator of the list, though this responsibility may be passed to another HOA Board Member.

#### **(6) Privacy Policies -**

This web site does not automatically gather any personal information from you, such as your name, phone number, email or address. This information is only obtained if you supply it voluntarily through contacting us via email or providing it during attendance to an HOA meeting. The information you voluntarily provide to the Cherrywood Lane HOA web site will be used only for the purpose that you have requested and subject to the law. Any information directed to the Cherrywood Lane HOA web site email address will be disclosed to members of the HOA Board of Directors and Property Management Agent.

Cherrywood Lane Homeowners Association will not sell, lease or otherwise distribute or disclose a homeowner's name, e-mail address, postal address, telephone number, or other personal information for non-HOA purposes or to outside parties unless required by law.

*Adopted by the Cherrywood Lane HOA Board of Directors on: July 1, 2008.*