

# ASSOCIATION OF EDGEWATER LANDING OWNERS, INC. WEBSITE COMMITTEE POLICY AND PROCEDURE

**Policy:** The committee shall be responsible for the creation, modification, and upkeep of the official Edgewater Landing community website.

**Committee Structure:** The President of the Board of Directors shall appoint the Webmaster of this Committee. The Webmaster may appoint a Vice Chairperson, and as many Committee members, as they deem necessary.

**Reporting:** The Committee members shall report to the Webmaster. The Committee shall report monthly to the Board of Directors, as necessary, with oral or written reports of the Committee's activities.

**Website Structure:** The website will have menu items available to the general public, and menu items only available to Edgewater Landing residents.

**Public:** Many menu items will be available to anyone that visits the website. These menu items will provide prospective buyers with general information about Edgewater Landing and the surrounding area, including our facilities, amenities, activities and lifestyle. Also included will be information on the City of Edgewater (our location), area history, hospitals, shopping and attractions.

**Resident Only:** An individual login and password will be given to each resident, as requested, to make additional menu items available. These additional menu items may include, but not be limited to, topics such as community events and activities, Association business meetings and minutes, Policies and Procedures and other information pertinent only to residents.

**Procedures:** The committee shall continuously review and update the information on the website to ensure current accurate information is maintained. Committee members may split website updating responsibilities, however, all Committee members will be trained and able to provide backup updating for unavailable members. Information provided to the committee for inclusion on the website shall be typed and preferably in electronic format. The committee will have the right to refuse hand written input. If a committee member receives input that is considered inappropriate, he or she has the right to refuse to add it to the website. The author may appeal to the full Committee and eventually to the Board if dissatisfied.