

MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, Florida 34293

POLICY - BULLETIN BOARDS

The Myrtle Trace Condominium Association community bulletin boards, including the Association bulletin board outside the Clubhouse and those bulletin boards located at mailbox clusters, exist for the purpose of posting official Association meeting notices, announcements, and information about Association activities.

Responsibility:

- The Secretary of the Board shall have overall responsibility for the community bulletin boards.
- The Chair of the Communication Committee shall have access to the community bulletin boards and shall also have keys to the bulletin boards.
- The Communication Committee shall be responsible for posting official Association notices, announcements and activity information. The committee may solicit additional volunteers to perform this task.

Procedure:

- All official Association communications, other than those generated by the Board of Directors or Committee Chairs, must be reviewed by the Communication Committee prior to being posted on community bulletin boards.
- Consideration should be given to the size of the notice being posted. A concerted effort should be made to have the notice concise, legible and no larger than 8 ½" x 11" in size.
- Bulletin board information should be posted in a timely manner.
- Dated material should be removed promptly after the posted date has transpired.