

Village Grande at English Mill

PROCEDURE 125 – Use of Bulletin Boards and Easels at the Clubhouse

Process/Procedure Owner: Site Manager

1.1 Purpose

This procedure describes usage of Bulletin Boards and Easels at the Clubhouse. This procedure applies to the HOA, all HOA Committees, VGEM HOA sanctioned Clubs and VGEM residents.

1.2 Roles and Duties

Club Captain – Each Sanctioned Club shall have a Bulletin Board Space assigned to them. The Club Captain is responsible to manage the assigned space. Use of any additional space must be approved by the Site Manager.

Committee Chair – The Chair of any committee shall forward any Postings for their Committee to the Site Manager. The Site Manager shall determine to location of the posting.

Residents – Individual Residents may post items on the Community Bulletin Board located next to the door to the Fitness Center on a space available basis.

Site Manager – Site Manager shall determine the appropriateness of any postings, as well as the location for any postings other than on the Community Bulletin Board. Also, the Site Manager shall create and post items as requested by the Board of Trustees. The Site Manager shall periodically review the Bulletin Boards and remove any postings that do not comply with this procedure.

1.3 Procedure

The HOA encourages communication and Clubhouse postings are an important channel of communication within VGEM. This procedure has been developed to assure that at we make efficient and effective use of our limited facilities.

The HOA Bulletin Board (Locked, Board across hall from Site Manager's Office) is only to be used by the Site Manager and Board of Trustees for HOA Communication.

The Club and Committee Bulletin Board, located between the Arts and Crafts Room and the Billiards Room is used solely to communicate information related to Club and Committee activities.

Each sanctioned club within VGEM will be assigned a space to display Club information. The Club Captain is responsible to assure that this information is current and accurate. From time to time, Clubs may wish to use additional space for short periods of time to communicate information about an upcoming event... The Club Captain shall prepare the posting and review it with the Site Manager who will initial the posting, include a removal date and place it on the Bulletin Board. The Club Captain is responsible to remove the posting on or before the removal date. Failure to remove expired postings may result in restriction of a Club's use of the Bulletin Board.

HOA Committees may also use the Club and Committee Bulletin Board. The Committee Chair shall provide the posting to the Site Manager who will review and initial the posting adding a removal date. The Site Manager will place the posting on the Bulletin Board in a location determined by the Site Manager. The Committee Chair is responsible to remove the posting on or before the Removal Date.

The Community Bulletin Board is located next to the door to the Fitness Center. Residents may place postings on this Board if space is available. The posting shall include the date of the posting. Posts on this Board are limited to a maximum of 30 days. The Resident is responsible to remove their posting; failure to remove aged posting may result in loss of posting privileges.

Several Free standing poster boards (easels) are available for display of events being held by Committees or Clubs. All easel postings must contain the date posted in the lower right hand corner – i.e. “Posted July 4, 2016”. Postings will not exceed 8 ½” x 11”; exceptions will be made at the discretion of the Site Manager. The Site Manager will approve and visibly initial all postings prior to display. Postings are to be removed when the first of the following occurs:

1. The event becomes sold out
2. The event has been cancelled
3. The day of the event

The length of time of a posting is at the discretion of the site manager.

An outside posting is deemed to be any event or notice not sponsored by an approved VGEM club or committee. All the above requirements of VGEM clubs & committees apply. Priority is given to VGEM sanctioned committees & clubs for the use of easels. Outside postings will be at the Site Manager’s discretion and subject to space availability. Outside postings will be for a maximum of two weeks subject to extension by the Site Manager. Any Board sanctioned committee or club has the right to appeal a Site Manager’s decision to the Board of Trustees.

1.4 Definitions and Acronyms

HOA – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA and the person who maintains the file.

VGEM – Village Grande at English Mill

1.5 Inquiries

Questions regarding this procedure should be directed to the Site Manager.