

THE SPRINGS AT SANTA RITA HOA WEB SITE GUIDELINES

The following guidelines have been developed in order to provide a consistent policy on the maintenance of The Springs at Santa Rita HOA's web site. This web site is intended to provide a general information source for both residents and potential residents of the Association, as well as specific meeting and social activity schedules. It is not meant to contain all information relating to HOA business activities.

- ☞ Every effort should be made to simplify the web site for ease of maintenance, and to ensure the site is user-friendly.

- ☞ Anyone may submit up to 25 photographs per quarter for possible publication on the web site. These **must** be provided to the HOA office on a CD **no later than** the following dates: January 15; April 15; July 15; October 15. However, the HOA retains full discretion as to which photographs are to be used.

- ☞ The HOA Community Directory will be updated bi-annually, in January and July, unless it is deemed necessary to update it more frequently by the Board of Directors.

- ☞ All submissions to the web site **must** include a date to ensure timely information.

- ☞ HOA minutes, financial reports, and newsletters will include all data for the current year plus the entire prior year's records. It will be noted on the web site that "Archived data is available from the office for a nominal fee."