

POLICY STATEMENT AND RULES
REGARDING
POSTAL FACILITY POSTINGS

Authority:

This Policy Statement and Rule is intended to implement Article III of the Bylaws.

Issue:

The purpose of this Policy Statement is to clearly define usage activity and overall management as relates to the Bulletin Board.

Procedure:

There are three sections for postings.

SECTION I - is defined as right section facing the postal area:

There shall be eight clip boards on the back side of section one to be used for sign up sheets for Skylake functions. These clip boards shall not be used for items for sale.

The three bulletin boards of section one will be as follows:

- A. Social notices
- B. Men's Club information:
- C. Skyladies information
- D. Special notices
- E. Thank you notices

These notices will stay up for two weeks or until the time expires for function.

The notices shall be either 5x7 or ½ sheet of 8 ½ x11 paper.

Posting Time and Dead Lines:

Deadline – Monday, Wednesday and Friday 9:30 A.M.
Posting - Monday, Wednesday and Friday 10:00 A.M

SECTION II – is defined as center section facing the postal area:

This Board will be for Skylake Business, i.e. minutes, notices from the General Manager or Board of Directors.

SECTION III – is defined as left section facing the postal area:

ENVIRONS BOARD:

This board will be used for the following:

- A. Personal Items for sale by a Property Owner
- B. Seeking help
- C. Making recommendations for help

Items for sale will be on a 4x6 index card and may be accompanied by a picture. These will be posted for 30 days or until items sell. Property Owners may request an additional 30 days. (There will be no charge for postings).

Also, one panel will be for Property Owners making a recommendation or seeking recommendations. These can be on a 4x6 index card with a business card attached.

These notices will stay on the board for 60 days. When recommendations are removed from the board they will be kept in a file box @ the Skylake office.

There will be a notice on the Recommendation Board that Property Owners may go to the Skylake office and look at and secure a copy of recommendations.

TEMPORARY SIGNAGE:

Temporary hanging signs will be placed on a sign post at the old postal area to remind Property Owners of:

- A. Town Hall
- B. Saturday Night Social
- C. Board Meetings
- D. Special events and more.

Effective Date:

This Policy Statement in draft form was approved by the Board of Directors on July 19th, 2004 and officially approved on March 21, 2005 and is effective immediately.

ALL POSTINGS IN POSTAL FACILITY ARE SUBJECT TO APPROVAL BY THE
GENERAL MANGER OR THE BOARD OF DIRECTORS.