

## Association Policy PHOA 015

### Pennbrooke Website Policy

#### Purpose:

Define what type of information is permitted on the Pennbrooke website and the guidelines for using the site ([www.Pennbrooke.org](http://www.Pennbrooke.org) or [www.PennbrookeFairways.org](http://www.PennbrookeFairways.org)).

#### Definition:

- A) All information submitted is monitored for inappropriate language.
- B) No personal attacks.
- C) Do not submit undesirable photos.
- D) Residents are able to submit articles or stories.
- E) The website is password protected however certain areas are available to visitors (password not required).
- F) The President of the PHOA, the Community Association Manager, and Technology Committee members have the authority to request an Alert message on the website.

#### Organization:

- A) The Technology Committee is responsible for the development and maintenance of the website.
- B) Updating of the website is shared by the Technology Committee, Activity Director, - Community Association Manager, and the RSO staff.
- C) A web management company is the 24-hr host for the website.
- D) Articles, news, documents, photos, forms, web links, notices, etc. will be authorized by the website administrator before being uploaded to the website pages.

**Date Approved: 12/15/2005**

**For Board of Directors:** \_\_\_\_\_

**Revised: 4/27/2010, 6/27/17**