

Lake Kiowa Property Owners Association

Gate and Website Message Policy

2.2020

This policy applies to the Main Gate/East Gate signs and the Gate Sign block on the Lake Kiowa Website.

Authority

The Community Manager shall make the final decision on all sign content.

Process/Schedule

1. The Main Gate/East Gate signs will be updated daily Monday-Friday. The Gate Sign block on the website will be updated Monday-Friday. Messages must be received one week in advance of date to be posted (except for emergency posts).
2. Messages with a specific event date or specific start date but not requiring reservations may be posted up to one week in advance. If the event requires reservations, the message may be posted up to one week prior to the reservation deadline. Messages without a specific date or messages for organizations outside of Lake Kiowa may be posted whenever approved by the Community Manager.
3. Messages for regular recurring weekly events must be received 5 days before the event - any notice received after 5 days may not be included on the sign. They can be submitted through the form located on the Lake Kiowa Website *CommuniQué* page.

Message Content:

- Events held by Lake Kiowa organizations: Club meetings, **LKPOA board** meetings, events @ Lodge, LKPOA events (like spring clean-up), Kid Fish, voting notices, etc.
- Emergency messages: for example, low water or road closings, drought status, severe weather alerts, etc.
- LKPOA messages, then Lake Kiowa organizations shall always take precedence over outside local area information postings.
- Recurring events: please provide specific dates, time, location & message. If any of these changes, please notify the LKPOA office as soon as possible.
- Memorials on the Main Gate/East Gate signs only for current Lake Kiowa residents. All others will be placed on the website only.
- Additional content explicitly approved by the Community Manager.
- Commercial advertisement is not allowed unless specifically tied to a community-wide event.
- Political Messages are not allowed unless specifically tied to a community-wide event.

Gate Sign Admin Guidelines

- Sign messages will be edited to fit the space available. (maximum of 5 lines of 20 characters each). There is no limit to the number of characters for a message on the website.
- Messages shall normally be in mixed case. Important/urgent messages (for example, water crossing or road closures, weather alerts, etc.) shall be in upper case for emphasis.
- The number of messages displayed in rotation on the Main Gate/East Gate signs shall normally not exceed 5 for best readability as drivers enter Lake Kiowa, 3-4 seconds for the display of each message. Any number of messages may be displayed on the website
- Do not use the scrolling feature available in the gate software for the Main Gate/East Gate signs.

Approved by the Communications Committee: 2/10/2020

Approved by the Board: 2/17/2020