

## **Lake Kiowa Property Owners Association Weekly Update Policy**

This policy applies to the residents, groups and committees and all others submitting information to the weekly update reminders.

**Authority:** The I.T. Manager in conjunction with the Community Manager shall make the final decision on all weekly update content.

### **Process/Schedule:**

1. Submissions for the Weekly Update should be submitted through the submission form created specifically for the Gate Sign, Website and Weekly Update available online on the website quick links.
2. The Weekly Update reminders will be dispersed on Friday each week. Submissions for inclusion must be received on Thursday by midnight, prior to the date of posting (except for emergency posts).
3. Messages with a specific event date or specific start date may be submitted up to two weeks in advance. If the event requires reservations, the message may be posted up to two weeks 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.
4. Messages for regular recurring weekly events already included on the *CommuniQue* calendar will automatically be included in the calendar at the bottom the weekly update. Any events not listed in the *CommuniQue* Calendar must be received on Thursday by midnight, prior to the date of posting (except for emergency posts).
5. We reserve the right to decline postings of subjects not impacting the greater community.
6. Events approved by the I.T. or Community Manager and lasting more than two weeks can be rerun once monthly in accordance with rule number two for up to two months.

### **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.
- Precedence goes to: LKPOA messages, Lake Kiowa groups & organizations, outside local area information postings.
- Recurring events: please provide specific dates, time, location & message. If there are any changes, please notify the Communications/*CommuniQue* office as soon as possible.
- Additional content explicitly approved by the Community Manager.
- Commercial advertisements are not allowed unless specifically tied to a community-wide event.
- Political Messages are not allowed unless specifically tied to a community-wide event.

### **Weekly Update Guidelines:**

- Messages will be edited to fit the space available unless required by covenants and/or bylaws.
- Pictures may be chosen by the Director of Communications to partner the posting and enhance the subject matter.
- Emergency posts are made at the discretion of Security, the Community Manager or the I.T. Manager.

Approved by the Communications Committee: 2/10/2020