

# Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 05-01

## WEB SITE POLICY

WHEREAS, Georgetown Village Condominium (“GVC”) has established a web site to support and enhance communications between GVC’s managers, its Board of Directors (“Board”), and its homeowners and other residents; and

WHEREAS, the GVC web site has also proven to be an effective mechanism in making appropriate information about GVC available to the general public, for marketing and other purposes; and

WHEREAS, the Board desires to establish a formal policy for the organization and operation of the GVC web site.

NOW, THEREFORE, BE IT RESOLVED THAT: the following Web Site Policy be adopted:

### **I. Purpose**

The primary purpose of the GVC web site is to increase the availability and accessibility of information about the operation of the community for the benefit of its homeowners and other residents. The web site is also designed to increase the benefits of the services afforded to GVC residents and owners, and enhance the marketability of GVC’s homes by serving as a valuable source of information about the community.

### **II. Web Site Maintenance**

A. Primary responsibility for maintaining the GVC web site shall be the responsibility of the GVC webmaster. The webmaster may be one of GVC’s managers, a volunteer homeowner or resident as designated by the Board, or, as necessary, a contractor selected by the Board.

B. The webmaster shall have the primary responsibility for adding, deleting, and modifying the information on the GVC web site, including integrating the new data with existing information on the GVC web site, transferring the data to the Internet server, and modifying links within the GVC web site as appropriate.

C. The Board may authorize entering into such contracts as are necessary for hosting, maintenance, or otherwise supporting the web site.

### III. Content

A. The GVC web site is intended to be a compendium of up-to-date information relating to GVC. As such, the GVC web site shall contain documents relating to GVC governance, operation, and history as discussed in further detail below. To the extent technologically feasible and practical, a password-protected section of the web site will be established to allow access by homeowners to certain documents that are not appropriate for public availability. The GVC web site may also provide links to other sites on the Internet that contain current information on conditions of importance to the GVC community.

B. The types of materials to be included on the general (not password-protected) portion of the web site will be determined by the Board. It is anticipated that it will include such materials as: general community information; map; amenities information; floor plans; information about GVC management; committee and Board member listings; announcements; calendar of events; key documents, such as Bylaws and rules; newsletters, as discussed in Section III.C. below; resident services forms; and useful links to other sites.

C. The GVC newsletter, with certain materials excluded, may be posted on the GVC web site if, in the opinion of the Board, the costs or time burdens of posting the newsletter are not excessive. GVC newsletter excerpts posted on the GVC web site shall not include:

1. Articles or letters published in the newsletter reflecting the writer's opinion or personal point of view about subjects that are specific to the GVC community, as provided for in Section II.B. of Administrative Resolution No. 99-02. This exclusion does not apply to articles by Board members, Committee chairs, and Management about matters within their areas of responsibility.

2. Advertisements (paid or unpaid) published in the newsletter, unless in accordance with a separate web site advertising policy adopted by the Board or specifically authorized by the Board as provided in Section III.F. below.;

3. Articles or other materials that raise security-related concerns that are deemed inappropriate for posting on the web site by the Chair of the Safety, Security and Transportation (SST) Committee. Upon publication of each newsletter, the SST Committee Chair will advise the Newsletter Editor of any articles or other materials that fit within this category; and

4. Such other materials as determined by the Newsletter Editor to be inappropriate for posting on the web site, after consultation with the Chair of the Marketing & Communications Committee and the President of the Association.

5. After considering the exceptions noted in Section III.C.1-4 above, the Newsletter Editor shall advise the web master as to what materials from each newsletter shall not be posted on the web site.

D. The following materials will not be posted on the general (not password-protected) portion of the web site but may, if the Board determines it to be appropriate, be posted on the password-protected portion of the web site: GVC budget; minutes of Board of Directors' meetings; and committee reports. The Board may determine that other materials should be posted in this section as well.

E. To ensure privacy, GVC residents' and owners' names, addresses, telephone number(s), and e-mail address(es) shall not be available on or accessible from the GVC web site without the express permission of the resident/owner.

F. Pending approval by the Board of an advertising policy for the GVC web site, no advertising shall be posted on the site except as specifically authorized by the Board.

**Adopted by the Board of Directors  
January 11, 2005**