

RIVERBEND AT LEISURE WORLD
POLICE RESOLUTION #16

PROCEDURES FOR PROVIDING INFORMATION TO RIVERBEND RESIDENTS

I. Purpose

To establish procedures that identify the types of information provided to all Riverbend residents by Riverbend's Board of Directors, Committees, Management, clubs, groups and individual residents; identify the media used to communicate information and; define requirements for approving, posting, monitoring and removing information.

II. Types of Information

The types of information provided to Riverbend residents include, but are not limited to, the following:

1. Board of Directors and Committee Rosters
2. Board and Committee Meeting Agendas
3. Monthly Riverbend Calendars
4. Management Announcements
5. Activities Committee Announcements
6. Announcements of resident groups, clubs or individuals
7. Announcement of Clubhouse Activities
8. Announcements of meetings of Leisure World of Virginia Board of Directors and committees
9. Information about local organizations such as fire and rescue squads, hospitals, libraries, governmental agencies and educational institutions

III. Procedures for Approving, Posting, Monitoring and Removing Information at Riverbend

A. General Requirements

1. All announcements must be submitted to the Management Office for approving and posting.
2. Management determines the priority of announcements if sufficient space is not available.
3. All announcements submitted to Management or posted by residents must include the current date posted and the name and telephone number of a designated resident who may be contacted.

B. Specific Requirements

1. Official Bulletin Board in Mail Room (to the left of the Mail Room entrance)
 - Used only for Board, Committee and Management announcements
 - Approved by Board or Management
 - Posted, monitored and removed by Management

2. Frames in Elevators

- Used only for highly important Board and Management announcements
- Approved by Board or Management
- Posted, monitored and removed by Management
- Size limit: 8½ x 11 inches

3. Riverbend's Monthly Newsletter, *Around the Bend*

- Used to inform residents of actions by the Board, Committees and Management, and for timely items of interest.
- Approved by Communications Committee, Management, and a Board member appointed by the President.
- Resident input is limited to timely items of general interest to residents.
- Proposed items for publication should be placed in the Communications Committee folder in the Management Office by the deadline date that is always posted on the monthly calendar found in *Around the Bend*.

4. Unofficial Bulletin Board in Mail Room (to the right of the Mail Room entrance)

- Used to announce Riverbend activities and events sponsored by Management, committees, clubs and groups for up to two weeks prior to the event.
- Is available for a notice of the death of a resident that has been approved by the resident's family, and for notes of appreciation from the family.
- Announcements of coming activities may be posted for two weeks prior to the date of the event.
- Annual schedules for clubs, organizations, etc., may be posted for one month.
- Approved, posted, monitored and removed by Management.
- Size limit: 8 ½ x 5 ½ inches or smaller.

5. Clipboards in Mail Room

- Used for sign-up sheets for activities and events.
- Sign-up sheets should be placed on clipboards by the sponsor and removed immediately after the event is completed.
- Monitored by sponsor and the Management.
- Size limit: 8 ½ x 11 inches.
- Clipboards may be placed on the wall shelf under the unofficial bulletin board in the Mail Room or on the center table, if no space is available on the shelf.
- Unused clipboards are to be kept in the wall rack next to the unofficial bulletin board.

6. Cork Bulletin Boards in the three Garage Entrance/Exit Areas

- Used by Riverbend residents to post notices of items for sale. Notices of items for sale may be posted for up to two weeks. After one week off the board, they may be posted for an additional two weeks. All notices are to be removed by the responsible party as soon as the time limits expire.
- Size limit: 8 ½ x 5 ½ inches for announcements and 6 x 4 inches for items for sale.
- Activities Committee may post one half page notice per bulletin board two weeks prior to the event(s) as submitted to Management for approval.
- Approved, posted and, monitored by Management.

7. Easels in Lobby

- Used to announce special events at Riverbend with broad appeal to Riverbend residents.
- Approved, posted, monitored and removed by Management
- Easels are to be placed between the Mail Room entrance and the breakfront in the Lobby, or next to the door to the Management Office
- Size limit: 24 x 36 inches
- Restricted to one event at a time.

8. Picture Frames on Breakfront in Lobby

- Used for daily Riverbend Calendar and weekly Leisure World Calendar
- Approved, posted, monitored and removed by Management
- Size limit: 8 ½ X 11 inches

9. Wall Rack in Mail Room

- Used to store copies of *Around the Bend* and *The Leisure World Globe*
- Used to store extra copies of announcements
- Used to store copies of publications of local service organizations such as fire and rescue squads, hospitals, libraries, government agencies and educational institutions
- Used to store empty clipboards
- Monitored by Management

10. Leisure World of Virginia Channel 25

- Used to announce events of Leisure World of Virginia, Riverbend and other condominium associations at Leisure World of Virginia
- Controlled by Leisure World of Virginia Management

11. Leisure World of Virginia Newsletter, *The Leisure World Globe* and Leisure World Notebook.

- Used primarily to announce Leisure World of Virginia events and activities
- Controlled by Leisure World of Virginia Management
- To be displayed in the Riverbend Lobby.

REVISED September 26, 2007