

# TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

## **ITEM 5.16 BULLETIN BOARDS**

- A. Bulletin boards are provided for communication with residents. Locations are as follows:
1. The primary board is on the outside wall by entrance to office. One part is used for official notices and communications. Another part is used for resident's information regarding sale or rental of homes and household items or services without recommendation.
  2. Inside wall of east hallway entrance to Club House. Used for announcements of trips, activities and official notices.
  3. Wall of Recreation Hall entrance. Used for official notices, announcements of trips, and activities.
  4. Wall of pool patio. Used for posting pool rules and for announcements of trips, activities and information regarding clubs.
  5. Kitchen wall. Used for clubhouse and kitchen rules and information.
- B. Responsibility
1. Office staff will maintain boards in a current and attractive manner and will decide regarding items to be displayed.
  2. All persons desiring to place items on boards must present the information/flyer to the office for review.
- C. Guidelines
1. Permitted notices include park rules, official park information, announcements of Tri-Par activities, church notices, listings of items for sale by residents and community events.
  2. Posters shall not exceed 8-1/2 x 11 inches. Items for sale or rent will be typed on 3x5 cards by office staff, date stamped and removed after 30-days of posting except if extended by lister.
  3. Announcements of Tri-Par events shall be removed promptly when event is over.
  4. Any unauthorized items placed on boards will be removed and discarded by office staff or designated trustee.

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Adopted by Trustees – 10/20/2015

Amended 04/02/2019

## **SECTION 5: POLICY AND PROCEDURE**