

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: x/x/2024	Title: Lake Directory	Author: Doug Rau
Date Approved by BOD: x/x/2024		Reviewer(s):
Next Review Date: x/x/2026		

Statement of Purpose

Per the Bylaws of the Eight Point Lake Property Owners' Corporation (EPLPOC), a lake directory will be provided annually to all EPLPOC members. This Policy/Procedure document outlines the policies associated with this directory.

Policy

1. The Directory is to be published annually, with current year copies made available at the time of the Corporation's Spring General Membership Meeting.
2. The Directory is to be produced in hardcopy/booklet form.
3. An individual or committee (Directory Coordinator(s)) will be appointed with the following responsibilities:
 - 3.1. Keeping the EPLPOC Board of Directors informed on Directory status.
 - 3.2. Soliciting advertisements from local merchants and service providers.
 - 3.3. Contracting with a printer to produce the directory.
 - 3.4. Coordinating and supervising the printing and timely production of the directory.
 - 3.5. Invoicing advertisers, as well as receiving and recording payments, in accordance with the financial policies and procedures set forth by the Corporation.
 - 3.6. Reviewing ad layouts with the printer and advertisers.
 - 3.7. Proofreading directory content
 - 3.8. Obtaining and including the following within the directory:
 - 3.8.1. A historical interest story from an EPLPOC member
 - 3.8.2. The names, addresses, phone numbers, and zone locations of EPLPOC members who wish to have their information published
 - 3.8.3. EPLPOC Board of Directors and committees Information
 - 3.8.4. Local law enforcement and governmental agency contact information
 - 3.8.5. Local places of worship information
 - 3.8.6. Boating rules common to the lake
 - 3.8.7. EPLPOC Calendar of Events for the upcoming year
 - 3.8.8. Membership zone and lakeshore map
 - 3.9. Ensuring delivery of the directory to advertisers and EPLPOC members.

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4. The time and expense incurred by the appointed Directory Coordinator(s) shall be compensated by 50% of the profit from the ads solicited after all expenses connected with the soliciting of ads and the printing and distribution of the Directory are paid. The other 50% of the profit shall be deposited into the EPLPOC General Operating Fund.

Procedure

The specific tasks associated with producing the Lake Directory per the policy statements above are further described in the 'Directory' section of the EPLPOC "Position Descriptions" policy and procedures document.

Directory related concerns or recommendations may be submitted to the EPLPOC Board of directors via email to info@8pointlake.org

REVISION HISTORY

Rev #	Date	Description of Revisions	Revised By
1.0	x/x/2024	Document origination.	Doug Rau