

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

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<b>Next Review Date:</b> 8/31/2026		

### **Statement of Purpose**

To ensure open and timely communications between the Board of Directors and the general membership of the Eight Point Lake Property Owners' Corporation (EPLPOC), the communication related policies and procedures described within this document have been established. Among other things, these policies and procedures are intended to:

- Provide transparency of decision making
- Keep the membership informed of upcoming events
- Promote a sense of community and involvement
- Convey safety information
- Foster the understanding of issues and concerns impacting the Corporation's business activities or its members.

### **Policies and Procedures**

Depending on the situation and type of information to be communicated, the EPLPOC Board of Directors has authorized various modes of communicating information. These modes and their general usage are described below.

#### **1. United States Postal Service (USPS)**

1.1. There are situations in which all members of the Corporation must be informed of something or otherwise asked for input or participation. As some members either do not have access to, or otherwise choose not to use other forms of communication, contacting them may be done via USPS. Examples of situations in which USPS may be utilized include:

- 1.1.1. Providing forms to facilitate the payment of annual membership fees.
- 1.1.2. Conveying meeting, election, and voting information
- 1.1.3. Making voting proxy forms available
- 1.1.4. Providing pre-meeting materials and financial statements/disclosures
- 1.1.5. Enabling expense reporting and reimbursement processes

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- 1.1.6. Mailing cards to convey sympathy or condolences in cases of member loss or illness
  - 1.2. The EPLPOC 'Membership Committee' Chairperson keeps the list of member USPS addresses and is responsible for its upkeep. Members can request additions, changes, or deletions by either sending an email request to [8pointlakeinfo@gmail.com](mailto:8pointlakeinfo@gmail.com) or by indicating the change on their annual membership renewal form.
  - 1.3. The Corporate Secretary is responsible for executing communications carried out via USPS. Such communications must be authorized by the EPLPOC Board of Directors.
- 2. Email**
- 2.1. As email is a cost effective and highly efficient method of communication, it is a preferred means of distributing information to the EPLPOC membership. Typical use includes delivery of:
    - 2.1.1. Meeting dates and locations
    - 2.1.2. Election and voting information
    - 2.1.3. Pre-meeting documents and information
    - 2.1.4. Bereavement notifications
    - 2.1.5. Financial statements/disclosures
    - 2.1.6. Water testing and quality information
    - 2.1.7. Community event notifications, such as fireworks, golf cart parade, etc.
  - 2.2. The list of member email addresses is maintained by the EPLPOC 'Membership Committee' Chairperson. Members are encouraged to provide their email addresses when they join the property owners' corporation or when renewing their existing membership. As an alternative, members can request additions, changes, or deletions by sending a request via email to [8pointlakeinfo@gmail.com](mailto:8pointlakeinfo@gmail.com).
  - 2.3. Member email addresses are not printed in the EPLPOC directory or otherwise shared for any purpose other than sending official EPLPOC email.
  - 2.4. The Corporate Secretary is responsible for executing email communications on behalf of the EPLPOC. Such communications must be authorized by the EPLPOC Board of Directors and can be identified as coming from [8pointlakeinfo@gmail.com](mailto:8pointlakeinfo@gmail.com).
- 3. Website**
- 3.1. The EPLPOC maintains an internet website with the URL [www.8pointlake.org](http://www.8pointlake.org). This website is recognized as the official website of the Corporation and is used to convey various types of information to the EPLPOC members as well as the broader community. Typical information presented includes, but is not limited to:
    - 3.1.1. The EPLPOC Events Calendar
    - 3.1.2. Executive Board Officer, Shore Representative, and Committee Member names.
    - 3.1.3. Membership meeting and event information.

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- 3.1.4. Links to key documents, such as the EPLPOC Bylaws and Policies and Procedures.
- 3.1.5. Membership statistics
- 3.1.6. Lake statistics, history, fish stocking, and environmental information.
- 3.1.7. Lake Improvement and water quality information.
- 3.1.8. Links to various forms, meeting minutes, safety information, rules, floodplain maps, etc.
- 3.1.9. Links or phone numbers to various governmental agencies/contacts
- 3.2. The website is accessible for viewing by the public, without need for registration or membership. Those who access the site and have questions related to it can direct those questions via email to [info@8pointlake.org](mailto:info@8pointlake.org).
- 3.3. The website is administered by a web site coordinator appointed by the EPLPOC Board of Directors. All additions, changes, or deletions to content are performed by this coordinator and are done in consultation with those persons or committees who contribute content.
- 3.4. The EPLPOC Board of Directors has overall responsibility for the website and the content presented within it. Issues or concerns regarding the website should be directed to the Board via email to [info@8pointlake.org](mailto:info@8pointlake.org).

#### **4. Social Media**

- 4.1. Corporation use of social media for the communication of information to the EPLPOC membership is limited to the use of Facebook only; other social media avenues such as X, Instagram, and Snapchat are not employed.
- 4.2. The official Facebook page is named "Eight Point Lake Property Owners' Corporation and was created to celebrate lake life. It is not intended to be used for things such as expressing political views, listing personal items for sale, or advertising. Typical uses of the Facebook page include:
  - 4.2.1. Informing membership of events, such as fireworks displays, concerts, and 4th of July activities.
  - 4.2.2. Posting lost and found information.
  - 4.2.3. Displaying photos which portray life or events at Eight Point Lake.
- 4.3. Other Facebook pages which may be associated with Eight Point Lake, such as "Eight Point Lake Locals Chatter" and "Eight Point Lake Free and For Sale" do not fall under the oversight of the EPLPOC. As such, the EPLPOC Board of Directors does not take responsibility for them.
- 4.4. An administrator is appointed by the EPLPOC Board of Directors to oversee the use of the Facebook page. Only the administrator can make posts to the page.
- 4.5. Posts made on the EPLPOC Facebook page may be commented on by any member of the public who visits the page. While the EPLPOC Board of Directors has overall responsibility for the Facebook page, comments, opinions, and content expressed by visitors to the page do not reflect the opinion of the Eight Point Lake Property Owners' Corporation.
- 4.6. Issues or concerns regarding the EPLPOC Facebook page are to be directed to the Board of Directors via email to [info@8pointlake.org](mailto:info@8pointlake.org)

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### **5. EPLPOC Directory**

- 5.1. On an annual basis, an EPLPOC Directory is produced and distributed. This directory is created as a printed booklet and made available to all EPLPOC members and those businesses who pay to advertise in it. The information communicated within this directory typically includes the following:
  - 5.1.1. Advertisements by local merchants and service providers.
  - 5.1.2. EPLPOC member names, addresses, and phone numbers.
  - 5.1.3. The names of the EPLPOC Board of Directors.
  - 5.1.4. EPLPOC committee information.
  - 5.1.5. Boating rules common to the lake.
  - 5.1.6. Local law enforcement and governmental agency information.
  - 5.1.7. Local places of worship information.
  - 5.1.8. The EPLPOC Calendar of Events
  - 5.1.9. A map depicting membership zones and lakeshores.
- 5.2. The EPLPOC directory is produced under the direction of an individual or committee appointed by the Board of Directors. The Board is ultimately responsible for the creation and distribution of the Directory.
- 5.3. Member copies of the Directory can be picked up in person at the annual Spring General Membership meeting. Shore Representatives deliver any copies not picked at the meeting.
- 5.4. Advertiser copies of the Directory are distributed by the Directory committee using methods agreed upon with the advertisers. This may include hand delivery to businesses with storefronts, or mailing them to service providers (such as plumbers). Some advertisers opt not to receive any copy at all.

### **6. In-person Annual Meetings**

- 6.1. Communications also are performed through the use of General Membership meetings. These meetings may cover a wide variety of topics, but are commonly used to present/discuss:
  - 6.1.1. Issues or concerns identified by the Board, committees, or membership.
  - 6.1.2. Votes on funding issues or Shore Representatives.
  - 6.1.3. EPLPOC financial status.
  - 6.1.4. Events such as fireworks, parades, etc.
  - 6.1.5. Lake management and weed control.
- 6.2. There are two annual General Membership meetings. One of these meetings is conducted on the Saturday of Memorial Day weekend and the other is conducted on the Saturday of Labor Day weekend. Both are held at the EPLPOC clubhouse.
- 6.3. The General Membership meetings are led by the EPLPOC Board of Directors Chairperson. These meetings are open to dues-paying EPLPOC members.

7. **Concerns or recommendations** related to membership communications may be submitted to the EPLPOC Board of directors via email to [info@8pointlake.org](mailto:info@8pointlake.org).

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**REVISION HISTORY**

<b>Rev #</b>	<b>Date</b>	<b>Description of Revisions</b>	<b>Revised By</b>
1.0	8/31/2024	Document origination.	Doug Rau