

The Ashley Condominium Management Association, Inc.

Website Policy

PURPOSE

To provide a general policy regarding the content and the maintenance of the information contained on the Ashley Condominium website. All information on the website must conform to this policy.

GOAL

The goal of the website is to enhance the Ashley condominium spirit, increase the awareness of the Association and Board activities and promote inclusiveness of all owners.

OBJECTIVE

The objective of the Ashley website is to communicate helpful information to the condominium owners regarding the Association's organizational structure, activities, events, meetings, rules and regulations, news letters, schedules, finances and notices. Additionally, it informs the condominium owners by providing links to local and state websites.

OVERVIEW

This website will not knowingly contain information that violates generally accepted privacy standards, is political in nature, is offensive to individuals or organizations, promotes any non-affiliated commercial establishment, or violates community standards. In publishing any information, consideration must be given to the fact that all of the unsecured website pages are available to all users of the worldwide web.

GUIDELINES

The following is **NOT** permitted on the Ashley Condominium website.

- 1) Public disclosure of information of a private nature that can be viewed as invasive or detrimental to the Ashley or its residents or as stated in Chapter 718 Florida Statutes. Any information intended for access by owners only will be password protected.
- 2) Political information that supports a particular position, party or individual unless it pertains to condominium specific legislation or policy.
- 3) Information, comments, photos, etc. that our residents, staff, or vendors or other organizations could find inappropriate or objectionable.

- 4) Any content that is inaccurate or misleading violates ethics or laws or subjects the Association to possible legal action.

SITE MAINTENANCE

To ensure coordinated, consistent and timely implementation of website updates, all changes will be focused through and made by the Ashley Condominium's webmaster. An assistant webmaster will back up the webmaster and provide website changes when assigned by the webmaster. Site maintenance services will be voluntary and provided at no charge.

CONTENT APPROVAL

All website changes, except for minor corrections and updates to current content, must be approved by the Ashley Condominium Management Association's board secretary. Major and controversial changes need to be approved by a majority of board members.

SITE SECURITY

The web hosting service and software used for the website allows password protection of individual pages. These pages can only be accessed by a universally assigned password. The password will be assigned and reassigned periodically, via email to those owners who have provided an email address and via regular first class mail to owners not providing an email address.

WEBSITE COMMITTEE

Consideration will be given for board appointment of a website committee. If created, the committee will be chaired by the Ashley Condominium's board secretary and will report to the Ashley Condominium Management Association's board of directors. Its purpose will be to make recommendations regarding website content. The committee members will also participate in gathering and preparing website information and content.

FUTURE WEBSITE DESIGN

Opportunities will be explored for enhancing the Ashley Condominium's website. New website formats, design tools, development software and security schemes will be pursued for continued improvement of the website's appearance and value to our owners.

THIRD PARTY WEBSITES

When you click on links that take you to third-party web sites, you will be subject to the third parties' privacy policies and their terms of service. The Ashley Condominium Management Association, Inc. cannot be responsible for the actions of third parties. We encourage you to read the posted privacy statement and terms of service whenever interacting with any web site.