

## **HLC Website Guidelines**

The purpose of the Horseshoe Lake Corporation website (hlcneighborhood.com) is to provide its current and potential homeowners with the opportunity to learn about our community through the diverse features available on the HLCneighborhood.com website. Additionally, it is the face of the Horseshoe Lake Corporation neighborhood to the wider community, including realtors, potential owners, so should be kept uncluttered and in good order.

Rules and Regulations for the use of the website are as follows:

1. Administration: One administrator who is a Board member will have the ability to logon and add/change information on the website. Ultimately the content decisions are theirs; though the administrator may work with another person in doing this function. More than one or two people who have access to making changes will not work out well. Some guidelines for content include, but are not limited to:
  - a. Posting of minutes and treasurer information should (if posted) be in the password section. This is information that the broader community should not have access to reading.
  - b. Items that will go out of date quickly are better placed on the Facebook page or Next Door.
  - c. Constructive and informative information only should be posted on the website. Publish only information that you know is accurate and true. Provide a source for facts, when possible.
2. HLC Homeowners ONLY will be allowed to have access to the private section of the website. This means that for new residents no registrations will be approved until date of closing of a residence in the community. The clerk can provide this information or it can be placed in the information folder for new residents.
3. Questions directed to the board can be provided through the email to the clerk from the website.
4. Respect for the privacy of others means that currently we do not post phone numbers, addresses, or any other private information.
5. Payment for the (1) website is required each July to wix.com and every other year for (2) the domain name. This can be done via a member credit card or debit card.