

SALTMARSH COTTAGE OWNERS ASSOCIATION, INC.

At the meeting of the Board of Trustees of the Salt Marsh Cottage Owners Association on November 13, 2013 it was resolved that the below policy will be adopted for the Association's website, as follows.

Website Policy

- 1) Content: site content should be of interest to all SMC owners and relevant to the association's affairs; no commercial pitches.
- 2) Authority to add content to the website: only the site administrator and/or webmaster have authority to access website content.
- 3) Authority to approve/not approve items for the website in borderline issues: Communications Chair and/or SMC board
- 4) Chain of command for requesting something be added to the website: get permission from Communications Chair and/or the board.
- 5) Format for photos for submission – maximum size for photos: photos should be between >72 dpi to no larger than 300 dpi, and if printed should not exceed 4"x6" (unless it's for the website banner or home page, which only the webmaster or administrator will upload).
- 6) Turnaround time for submitted items to be uploaded on the site: 10 days.



Gabriele Hoffmann, Secretary
Board of Trustees

Date: Nov 13, 2013