

Place One Condominium

Policy Statement

Date: October 1, 2018
Policy Statement: 18-22 (Replaces 11-22)
Subject: Advertisements and Notices

I. Introduction

The purpose of this policy is to establish procedures and guidelines for posting and distribution of advertisements and notices.

II. Front Desk Boxes

In the interest of resident privacy, marketing material, including political flyers and brochures, advertisement of sales, rentals and services, may not be distributed via the Front Desk residential boxes. Uses of the Front Desk boxes are limited to the following.

- A. Authorized Place One Notices.** Including community sponsored or authorized events and activities, management memoranda and notes, Annual Meeting information, newsletters, distribution of policies, Board and Committee communications and information regarding matters of public interest.
- B. Personal Messages between Residents.** Including, but not limited to notes, cards and letters relating to private matters among residents who are acquainted with each other.

III. Sign Displays

Place One maintains sign displays in the lobby, elevators and at the garage lobby doors for use as follows.

- A. Plastic Displays.** Occasionally, plastic sign displays are used to emphasize community sponsored or authorized events and activities. With the exception of current or former resident obituaries, these displays are limited to authorized Place One notices as described in Section II A. When used, these temporary displays are located on the Front Desk counter and/or the elevator lobby credenza. The credenza display is usually only for the day of the event.

- B. Elevator, Garage Lobby Doors Displays.** Sign Displays inside elevators and next to Garage Lobby doors are used for the limited purpose of emphasizing community sponsored or authorized events and notices as described in Section II A.

IV. Bulletin Boards

Place One hosts three bulletin boards for use as follows.

- A. Resident/Co-Owner Bulletin Board by the US Mail Boxes.** This board is dedicated to the distribution of information on the part of residents and owners.
 - 1. Content.** This space is used to advertise property sales, open houses, parking space rentals, car pools and other Resident centric notices. It may also be used by Co-Owners to promote discourse regarding Place One issues, including suggestions and concerns. Consistent with the Virginia Condominium Act and Section IV. A.2. of this policy, such information is published verbatim and does not require Place One approval. Place One encourages good faith and decorum in how the information is presented – defamatory and/or libelous statements will not be allowed to remain on the bulletin board. A decision to remove a posting is made jointly by the Policy Committee and General Manager. [Note: other options available to promote discourse include participation at Board Meetings, attendance at a relevant committee, and for Co-Owners, attendance at the Annual Meeting, and/or through the request of a mailing list of Co-Owners, provided at no cost, for direct communication at their cost.]
 - 2. Format and Posting.** For transactional content items, Place One provides a standard format – see the Front Desk for the form. For information intended to promote community discourse, content is limited to one 8.5” x 5.5” paper format. Typed or neatly printed formats work best – photos may be included if relevant. Materials are provided to Front Desk personnel who will ensure immediate posting. Transactional content is removed by Place One after 30 days or sooner if no longer relevant. Community discourse content is removed after 10 days or sooner if the matter is resolved and/or concluded. All content must include the Resident/Co-Owner name, unit number and posting date.
- B. Community Bulletin Board by the Front Desk.** This board’s content is limited to that outlined in Section II A. Additionally, at Management’s discretion, this board may be used to post or provide on the shelves below, material deemed in the public interest. Examples of this material include but are not limited to government notices, community newspapers and publications.

C. Community Bulletin Board in the Garage Lobby. Because it is not readily accessible to all residents, content on this board is limited to that outlined in Section II A as duplicated in other venues.

V. Hallways

See *Policy Statement XX-03, Common Area Protocols* for information regarding distribution of Advertisement and Notices.

VI. External Advertisement

Except as permitted in Section IV B., advertisements associated with external products and services, e.g., restaurants, contractors, and vendors, are not permitted at Place One. Residents are encouraged to report such incidents to Management.

VII. Enforcement

Materials posted or distributed contrary to this policy will be removed by Management. As cited in Section IV, A.1., the removal of questionable discourse will be decided by the Policy Committee and General Manager. Under limited circumstances, Management may make exceptions for content described in Section II A.



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Place One Board of Directors