

Lake Forest Community Association, Inc.
Gate Sign Policy
Adopted April 9, 2007

A locked display case will be mounted on the Lake Forest exit gates to hold informational notices or signs in accordance with this policy. The container will accommodate signs 11"X17" or 8 ½"X14". The larger signs may be printed at a copy shop. This box is to be used only as provided in this policy.

If a resident or committee wishes to utilize the sign box for a communication, the proposed communication must be submitted to the Communications Committee liaison to the Board of Directors at least one week prior to the date the resident or committee wishes to post the information. If the Communications Committee liaison does not respond within one week of submission, residents may contact the president of the Board directly.

The following signs may be hung with notice to, but without specific approval from, the liaison or the Board:

1. Notice of homeowner meetings
2. Notices of Lake Forest Socials and deadlines for registering for Socials
3. Directory deadlines and notices
4. Notice of gate code changes

Any other type of communication must be presented to the Board liaison for his or her approval:

1. Events or parties, not sponsored by the Social Committee, to which all residents are invited
2. Committee meetings
3. Safety notices

All other notices must be approved at a meeting of the Board or by an email solicitation of all Board members.

The Communication Liaison will notify the committee or resident of approval. Approved signs may be posted for a period not to exceed 7 days, unless otherwise approved by the Board of Directors. Each sign box will be stored at the closest gatehouse. The committee representative will leave all paper signs at the main gatehouse, off of Hillcrest Road, to be inserted into the display cases. The management company will arrange to have the inserts placed in the boxes and the boxes affixed to the gates.

Please note that the box is not for private communication or messages, or notices of lost pets. There is a bulletin board in each gatehouse and at www.lfhoa.com for "lost and found."