

**Lake Forest Community Association, Inc.
Holiday Decorations Policy**

Adopted January 8, 2007

1. The Landscape & Grounds Committee, in coordination with the Association's management company, shall be responsible for selecting and planning the installation of all holiday decorations. Decorations shall include, without limitation, lights, trees, wreaths, garland and other items of a holiday nature. Final approval for the plan shall rest with the Board of Directors of the Association.

2. Planning should include:
 - a. Determine the location and type of decorations prior to June 1 of each year.
 - b. Determine the start date, end date and hours of operation for all lights during the holiday season.
 - c. All lights should be installed and tested at least two days prior to the start date for the lighting period.
 - d. All lights and connecting cords should be moisture resistant and made for outdoor use.
 - e. All decorations should be adequately secured to prevent wind damage or undesired movement.
 - f. Evaluate the options for purchase or rental of decorations.
 - g. The contract should include the costs for installation and removal of decorations.
 - h. All purchased decorations should include in the price the cost of off-site storage for the remainder of the year.
 - i. Ensure that the procedure for awarding the contract conforms to all financial policies in place and keep the total cost within the approved budget.
 - j. Preference given to a single contractor who is able to supply all services needed.
 - k. Contractor should be required to inspect all lighting on a nightly basis during the initial hour of operation to correct outages and report electrical power problems to the Association's management company.