**This is a sample Communication Policy for illustrative purposes only!**

**Be sure to review your governing documents and state statutes, and consult your association council and licensed community manager before adopting any policies in your association.**

**A lot goes on in the association, and there are many ways we can communicate that information. We also understand that it can be confusing to know when and where to expect to see communications. Therefore, the board has adopted this Communication Policy, effective September 15, 2022.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | When | Website | Lobby Display /Community Channel | Mailing | eMail | Text Message | Posted On Corkboard | Posted On Unit Doors | Posted On Cars |
| BOD Meeting Notices | 72 Hours | **X** | **X** |  |  |  | **X** |  |  |
| Membership Meeting Notices | 60 Days | **X** | **X** | **X** | **X** | **X** | **X** |  |  |
| Meeting Minutes | When Available | **X** |  |  |  |  |  |  |  |
| Financial Reports | When Available | **X** |  |  |  |  |  |  |  |
| Annual Disclosures | When Available | **X** |  | **X** |  |  |  |  |  |
| Community News | ASAP | **X** | **X** |  |  |  |  |  |  |
| Projects Affecting Cars | ASAP | **X** | **X** |  | **X** |  | **X** |  | **X** |
| Projects Affecting Units | ASAP | **X** | **X** |  | **X** |  | **X** | **X** |  |
| Projects NOT Affecting Units or Cars | ASAP | **X** |  |  |  |  |  |  |  |
| Emergency Water Shutoffs | ASAP | **X** | **X** |  | **X** | **X** | **X** |  |  |
| Changes to Rules | 30 Days | **X** | **X** | **X** |  |  | **X** |  |  |
| Storm Warnings | ASAP | **X** |  |  | **X** | **X** |  |  |  |