

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION

64 Old Barn Road
Lake Barrington, Illinois 60010
Phone: 847-382-1660
Fax: 847-382-2731

GUIDELINES FOR BULLETIN BOARD ACROSS FROM OFFICE WINDOW

1. This board is for office use only. Office administration will decide what is posted here.
2. Some of these items are:
 - a. LBS events and activities
 - b. LBS photos from events and activities.
 - c. Published articles discussing LBS.
 - d. Lake Barrington Community Events approved by CAC.

GUIDELINES FOR SIGNS IN OUTDOOR BULLETIN BOARDS

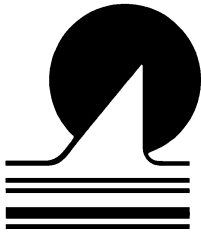
1. Outdoor bulletin boards are limited to LBS events and activities through LBCHA
2. They are limited to **name, date and time in large letters that can be read by passing cars**. The phrase **“watch the Community Channel for more details”** will be included in the posters.
3. Office Administration must approve each poster.
4. Once approval obtained & posters printed, please drop off posters at the office for posting.
5. Signs can only be posted 4 weeks prior to event date.
6. Cases are limited to 3 posters at a time. Case space will be given on a first come, first serve basis.

GUIDELINES FOR SIGNS IN OUTDOOR COMMON AREA

1. Only one Stick Sign is allowed at each entrance to the Recreation Center. And these signs may only be posted one week prior to event.
2. Stick signs in around the community may be posted one day prior to event, and removed one day after the event.
3. Groups are responsible for posting and removing these signs.
4. **No signs may be attached to any iron gate at any entrances, pool iron gates or placed in the common element.**
5. All signs must obtain approval from the Activities Coordinator, and On Site Management prior to printing and placement.

GUIDELINES FOR “FOR SALE” BULLETIN BOARD

1. For sale bulletin board can be used only by LBS residents for LBS residents.
2. Ad may not exceed 5x7 inches in size.
3. The office must approve, initial and date each ad.
4. There is a 30 day limit on for sale ads. You may increase that limit twice to a maximum of 30 days. The ad may be placed again after the 30 days, with a **MAXIMUM** of 90 days. The office must approve each time.
5. Business (Resident to Resident only) can be approved semi annually subject to review by the Office Administration.



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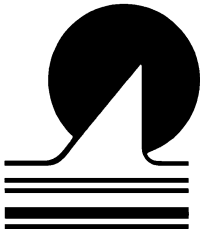
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GUIDELINES FOR SHORELINES

1. The Shorelines newsletter is the communication between the Master Board, Chartered Clubs, the Administration and the Residents of Lake Barrington Shores. As such, most articles will be about Lake Barrington Shores and its residents. Exceptions such as elections, community events and public information, can be made by the Senior On Site or Off Site Agent.
2. The policy of Shorelines is to "...provide a framework within which an unbiased, well-written, timely, accurate, and objective newsletter can be produced." *GUIDE FOR ASSOCIATION PRACTITIONERS SERIES – Communications with Community Associations, Page 15*. Within Shorelines, the following will be reviewed and discussed by Management each month:
 - a. Acceptable content – Should a topic be deemed controversial, the material will be further reviewed as described herein.
 - b. Priority – Shorelines will focus upon providing information of interest to the greatest number of residents, should the situation arise where some articles had to be bumped from the current issue.
 - c. Accuracy – Shorelines will endeavor to provide factual information and should information contained within an article be difficult to verify and is deemed questionable by Management, the material will be further reviewed as described herein.
 - d. Legalities – Shorelines is designed to provide information to the membership, but must be careful to include only information that is appropriate for public viewing, adhering to the governing documents and avoiding libel at all times.
3. All articles or announcements must be submitted through a chartered group, commission or condo.
4. All submission may not exceed **300** words. This includes winner's names and scores. If more space is needed, the On Site Operations Manager may approve.
5. Because all articles and announcements are first funneled through Management, should there be material which is questioned by any member of Management, the article will be held for further review by the Master Board.
6. Advertising is not permitted without the express consent of the Master Board.

GUIDELINES FOR LBS COMMUNITY CHANNEL

1. The main purpose of our Community Channel is to communicate times and titles of various LBS meetings and affairs.
2. ALL Master Board Meetings will be shown at least one time during the month, at a regularly scheduled time for all LBS viewers.
3. All announcements and programs must be submitted by a Chartered Group, Commission, or Condo.



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4. The policy of the cable access channel is to "...provide a framework within which an unbiased... timely, accurate, and objective [communication] can be produced." *GUIDE FOR ASSOCIATION PRACTITIONERS SERIES – Communications with Community Associations, Page 15.* Within the Community Channel, the following will be reviewed and discussed by Management each month:
 - a. Acceptable content –Should a topic be deemed controversial, the material will be further reviewed as described herein.
 - b. Priority – The Community Channel will focus upon providing information of interest to the greatest number of residents, should the situation arise where specific shows must be shown due to the timeliness of their issue.
 - c. Accuracy – The Community Channel will endeavor to provide factual information and should information be difficult to verify and is deemed questionable by Management, the material will be further reviewed as described herein.
 - d. Legalities – The Community Channel is designed to provide information to the membership, but must be careful to include only information that is appropriate for public viewing, adhering to the governing documents and avoiding libel at all times.
5. Announcements will be reviewed and approved by the On Site Management. Each program or voice-over that falls within the aforementioned parameters will be reviewed, accepted or rejected by the On Site Management, and the final determination will be made by the Master Board if there is any question as to content.
6. All meetings and programs can be shown up to six times per week, in time slots selected by the On Site Management.
7. All meetings and programs must be shown as filmed in their entirety– no editing or advertising will be allowed.
8. Cameras will be placed so they do not interfere with the flow of the meeting.
9. Programs, other than business meetings and LBS activities, must be presented to the Community Affairs Commission. The Community Affairs Commission will then make recommendations to the Master Board for final decision at their next scheduled meeting.