

## **Pine Hollow Homeowners Association Policy**

**Title:** Advertising Homes For Sale and For Lease on HOA Website

**Date:** December 1, 2007

**Revision:** 0

### **Purpose:**

The purpose of this policy is to establish a guideline for the Trustees and the Website Committee to use when residents request to list their home, either For Sale or For Lease, on the Pine Hollow website.

### **Policy:**

#### General

In order to assist Pine Hollow homeowners to advertise that their home is for sale or lease, properties located within Pine Hollow can be advertised on the HOA website for free. It is the responsibility of the homeowner to collect and develop a fact sheet concerning the property. It is also the responsibility of the homeowner to notify the website committee that they would like their property listed.

The Pine Hollow HOA Board or Website Committee has the right to change, eliminate or refuse any advertisement that is considered offensive or is not family-child oriented. The Pine Hollow HOA bears no liability for information in the advertisement including errors or omissions. The Pine Hollow HOA has no liability in the selling, purchasing or leasing of any property.

#### Guidelines

1. The For Sale or For Lease advertisements must be submitted via e-mail to the appropriate member as listed on the website.
2. The preferred format is PDF or a Microsoft type (Word, Excel or Powerpoint). Any other types will need to be cleared with the website committee to determine compatibility.
3. The converted PDF file cannot exceed 5 MB in size to be posted on the website.
4. The For Sale or For Lease advertisements are not proofed for content and will be posted as submitted.
5. The For Sale or For Lease advertisements will be removed after 5 months after posting unless the homeowner or submitter requests an extension. Each extension will be for 5 months. If a property is sold before the 5 months, the listing will be removed at the discretion of the website committee.