

# Corporate Website Standards : Northtown85022.net

4-14-2015

1. All documents posted on Northtown's Official Website must first be **Board Approved**.

2. The following Content is authorized:

## Corporate Documents:

Arizona Articles of Incorporation ... plus links to Arizona HOA and Corporate Statutes.

Annual Corporation Commission Report

## Community Documents:

CC&R's / Policies & Procedures / By-Laws / Architectural Design Guidelines

Rules & Regulations -- Clubhouse / Pool / Common - includes streets & sidewalks

## HOA Documents:

All open Board and Member's **Meeting Minutes**, (... at least most recent 2 years)

**Financial Statements** (Year End & YTD) / Current Budgets & Reserve Report

**Forms** ... Formal Requests and Permits

## General HOA Information:

Facilities & Properties ... Location, Descriptions, Maps & History

Contacts – Current Board of Directors / Committee Chairs, Charters & Members

Current Calendar of Events & most recent 12 Newsletters - no commercial ads

3. The following **procedures and conventions** shall apply:

Board shall deliver updates electronically to Webmaster within 5 days of board approval.

Web content is to be updated / posted within 10 days of Board delivery to Webmaster

Navigation Menu & Button / Icon Links – no links from just text / no other external links

Minimal Graphics – no copyrighted nor fee-for-use images / no animations nor music

Corporate standard Arial Fonts / MSWord™.doc and Adobe™.pdf document formats