



Association Policy 310

Hidden Springs Town Association Town Council Facebook Page Administration

1. Purpose

The purpose of this policy is to establish clear guidelines for administrative access and posting authority for the Hidden Springs Town Association, Inc. official Facebook page. This policy is intended to:

- Ensure consistent, accurate, and professional communication
- Protect the Association from unauthorized statements or liability
- Maintain transparency and proper governance controls
- Clearly define roles and responsibilities regarding social media use.

The Association's Facebook page is an official communication tool of the Association and not a forum for individual Board member commentary.

2. Administrative Access

2.1 Board Member Admin Status

Members of the Board of Directors may be granted "Administrator" access to the Association's Facebook page for oversight and governance purposes only.

Administrative access is intended to:

- Monitor activity
- Ensure compliance with Association policies
- Provide governance oversight
- Administrative access does not authorize independent posting.

3. Posting Authority

3.1 Staff-Only Posting

All posts, announcements, comments, and official communications published on the Association's Facebook page shall be made exclusively by Association staff. No Board member shall independently create, publish, respond to, or edit posts on behalf of the Association.

3.2 Board-Approved Communications

If a Board member wishes to publish content on the Facebook page, the following procedure must be followed:

- The proposed content must be submitted to management in writing.
- The Board must approve the content by majority vote at a duly noticed Board meeting or The vote may be done via email but must be announced at the next duly noticed Board meeting.
- Upon approval, management shall publish the content on behalf of the Board.
- In the event Management refuses to do so, or should the Board vote that a Board member who is an administrator is authorized to make the post, then that designated Board member may make a post to the Association's Facebook page which has been approved by a majority vote of the Board.

Under no circumstances shall a Board member directly post content without prior Board approval and staff publication.

4. Prohibited Actions

Board members shall not:

- Post personal opinions on behalf of the Association
- Engage in debates or respond to resident comments via the official page
- Represent individual viewpoints as official Association positions
- Use administrative privileges for personal or political purposes
- Modify or delete content without Board knowledge and staff coordination

Violation of this policy may result in removal of administrative access by Board action.

5. Termination of Administrative Access

Upon the expiration of a Board member's term, resignation, or removal from the Board:

The former Board member shall immediately relinquish all administrative and moderator access to the Association's Facebook page.

Access shall be removed no later than five (5) business days following the effective date of separation.

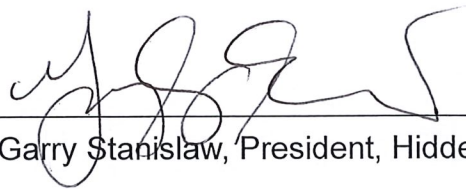
Designated staff shall ensure removal of credentials and confirm completion.

Failure to relinquish access may be treated as unauthorized access to Association-controlled communication platforms.

7. Policy Adoption and Amendment

This policy shall become effective upon approval by a majority vote of the Board of Directors at a duly noticed meeting. The Board reserves the right to amend this policy as necessary to ensure proper governance and legal compliance.

DATED THIS 24 day of March 2026



Garry Stanislaw, President, Hidden Springs Town Council



Chris Zoepfel, Secretary, Hidden Springs Town Council

Douglas Patchin, Vice President