

1666 COFFMAN CONDOMINIUM ASSOC. BOARD REGULATION NO.8  
USE OF BULLETIN BOARD AND DISTRIBUTION May 3, 1988  
OF PUBLISHED MATERIAL. Revised 11/25/02  
.....

1. Official notices (minutes, agendas, etc.) go on the left side of the bulletin board. Personal announcements may be posted on the right side. Please sign and date. **Posted one week in advance only**. It will be removed when out of date.
2. Committee announcements may be posted on the left side (the far left to be used only for the official notices). Sign and date - to be removed when past date. These notices may also be distributed in the unit hall boxes. Announcements of Condo events posted in the elevators (other than the menus and calendar) should be quarter page size.
3. General interest flyers of events may be posted, \* **one week in advance only on the right side of the bulletin board**. Please sign and date when posted; indicate name of contact person. Will be removed when past date. Outside advertisements are not permitted due to space limitations.
4. When outside literature to be posted or distributed is received by the main office, the staff person contacts Internal Communication chair to decide on appropriate distribution of such literature. The office provides shelf space for selected items (bus schedules, etc.). Staff posts on bulletin board and/or delivers to home- owner's items of general importance.
5. Staff accepts responsibility for placing limited numbers of outside newspapers (e.g. THE DAILY & PARK BUGLE) in the rack by the office. These will be removed on a regular basis and recycled. No newspapers or flyers will be placed in the main lobby.

\* Exceptions would be made for sign ups for coffee hour or activities such as the picture-taking etc.