

## Ashcroft Neighborhood Association (ANA)

### ANA List Serv Policy and Procedures

The purpose of this electronic discussion list is to facilitate communication among the residents of the ANA community (the “ANA List Serv”). The ANA Board of Directors has adopted the following policies and procedures for use of the ANA List Serve. A subscriber’s application to the ANA List Serve constitutes their agreement to abide by these policies and procedures.

#### **A. Management of ANA List Serv**

- 1) The ANA List Serv is only open to persons who are currently property owners, or renters, or property located in the Ashcroft subdivision (collectively, “residents”). Non-residents are not permitted access or use to the ANA List Serv.
- 2) The ANA List Serv address list is managed by the ANA webmaster (the “List Serv Manager”) who will add and remove users, as appropriate.
- 3) A person (a “subscriber”) must apply for access to the ANA List Serv at:neighbor-join@AshcroftNeighbor.com.
  - i. ANA property owners must provide their name, email address, and current street address, their ANA property address (if different than their current street address) and phone number.
  - ii. Renters must provide their name, email address, current ANA street address, phone number, and the name, address, email address, and phone number of their landlord.
- 4) Property owners who rent a property in ANA (a “landlord”) must
  - i. validate the current renter’s information with the List Serv Manager,
  - ii. notify the List Serv Manager of any change in the renters.
- 5) Property Owners must notify the List Serv Manager when no longer a property owner in Ashcroft.
- 6) Subscribers will be removed from the ANA List Serv once they are no longer residents.

#### **B. Posting Policies and Procedures**

- 1) Postings should be limited to:
  - i. Notifications, questions, or information concerning matters affecting the residents or Association, and appropriate responses,
  - ii. Requests for information from the residents, and appropriate responses,
  - iii. Requests for recommendations and appropriate responses.
    1. If a response is negative in whole or in part, it should not be posted publicly, but rather communicated privately to the person posting the inquiry.
    2. Responses to any requests for recommendations must be truthful and reliable.

- 2) All postings (whether the initial inquiry or response) are the sole responsibility of the poster.
- 3) Use care in replying to postings. Any "Reply" will send the response to all subscribers to the ANA List Serve. Consider whether a response is better suited to be communicated privately to the person posting the inquiry.
- 4) Subscribers to the ANA List Serve must maintain high qualities of decorum and civility regarding postings. All postings must be in good taste, use appropriate language, and reflect brevity.
- 5) Prohibitions. Postings to the ANA List Serve may not contain the following:
  - i. Anonymous postings are prohibited. All postings must include the name and e-mail address of the poster.
  - ii. Social exchanges of a purely social nature should not be posted to the ANA List Serve but instead be communicated privately.
  - iii. Personal attacks,
  - iv. An airing of grievances. Grievances should be communicated privately.
  - v. Promote illegal or uncivil behavior or conduct.
  - vi. Large attachments. Because of limitations on the ANA List Serv, large attachments may not be processed.
  - vii. Political commentary.
  - viii. Solicitation or advertisements for businesses.
  - ix. Self-promotion
  - x. Statements that are offensive to other residents,
  - xi. Any of the following types of statements:
    1. Libelous,
    2. Defamatory,
    3. Obscene,
    4. Pornographic,
    5. Threatening,
    6. Invasive of privacy,
    7. Invasive of the rights of publicity,
    8. Abusive,
    9. Illegal
    10. Generally objectionable,
    11. Constitute or encourage a criminal offense
    12. Violate the rights of any individual, group, or entity
- 6) Violations. The Association has the authority, but not the duty, to determine whether any posting complies with these Policies and Procedures, and to temporarily revoke a subscriber's List Serve privileges for a period of up to ninety (90) days for failure to adhere to these Policies and Procedures. The Association also reserves the right to revoke a subscriber's ANA List Serve privileges for more than ninety (90) days, or permanently, for failure to adhere to these Policies and Procedures. In this regard, it is recognized that some of these Policies and Procedures are subjective in nature. The Association's Board of Directors will, therefore, be the final authority regarding interpretations of violations of these Policies and Procedures. Subscription to the ANA List Serve constitutes a subscriber's agreement with the Association's sole authority to revoke a subscriber's ANA List Serve privileges at any time, in its sole discretion.

- C. Disclaimers.** The following disclaimers apply to all postings on the ANA List Serve. Subscription to the ANA List Serve constitutes agreement with, and acceptance of, the following disclaimers:
- 1) The opinions and views expressed on, and through, the ANA List Serve are merely those of the poster and they do not reflect the views of the Association or the Board of Directors.
  - 2) No one can, or should, rely upon the information in postings on the ANA List Serve as constituting legal advice.
  - 3) No representations or warranties whatsoever, express or implied, are given as to the accuracy of the information posted to, or received from, the ANA List Serve, or as to the continued availability of the ANA List Serve
  - 4) Neither the Association, nor the Board of Directors, will be liable for any failure of the ANA List Serve, the contents of any posting, the exchange of any ideas or information on the ANA List Serve, or for messages that are published on the ANA List Serve.