

**OCEAN RIDGE MASTER ASSOCIATION, INC. AMENDED WEB
SITE, EMAIL AND NEWSLETTER GUIDELINES & REGULATIONS
(Effective July 13, 2016)**

Web Site Privacy Policy:

This policy describes how the Ocean Ridge Master Association, Inc. (ORMA) will treat information posted on the ORMA web site.

Please remember that no computer system should be considered safe from intrusion. Web site information and/or email may pass through many computer systems and should not be considered a secure means of communication unless encrypted. Even then, information is only as secure as the encryption method. Therefore, although we take precautions to protect our system and our servers, we cannot guarantee the security of any data on any server, including "secure servers."

Property Owner Information

The ORMA web site provides a directory of property owner information including name, address, telephone number, and email address. This information is kept on limited access computers and is only available to web site visitors with proper user names and passwords. Any ORMA member may have their specific information removed from the online directory by sending a written request to the ORMA Communications Committee (communications@ormonline.org).

We will share web site and ORMA member information with governmental authorities when legally required to do so, and may cooperate with these authorities investigating claims of illegal activity such as (but not limited to) illegal transfer or use of copyrighted material or postings or email containing threats to third parties. No ORMA member shall provide access to the online directory of property owners to any unauthorized party for any reason whatsoever.

Password Protected Areas

The ORMA on-line website requires a user name and password to access all sections.

Links and Cookies

ORMA may provide links on the ORMA web site or to other web sites of interest to ORMA members, which web sites are owned, operated, and/or maintained by third parties. Persons or companies who own/operate such web sites or who advertise on the ORMA web site may use cookie technology. Cookies are files written to a user's hard disk and read by server programs to inform the web site if the user has previously visited that site.

Unauthorized Use

User names and passwords to this web site are provided by ORMA to property owners as a benefit of membership. The user names and passwords are and at all times shall remain the sole and exclusive property of ORMA. ORMA members agree to maintain their respective user names and passwords as private and confidential information. Unauthorized use of user names, passwords or the web site is prohibited.

Changes to Privacy Policy

The ORMA Board may make changes to this policy from time to time. We will post changes to our privacy policy on the web site, so be sure to check periodically. We may also decide to notify members by email of significant changes.

ORMA Email:

ORMA uses email to communicate with members for business purposes in the course of normal operations and to serve the interests of the association and its members.

Email allows for more frequent, timely and cost-effective communication. Certain communications of a more formal nature, such as assessments, annual meetings, proxies and changes in the Master

Declaration of Covenants, Conditions & Restrictions will continue to be communicated through direct mailings to property owners.

The following policy and standards regarding email have been adopted by ORMA to ensure appropriate use of email and to safeguard property owners' privacy.

- ORMA members must provide written or electronic authorization for ORMA to maintain their email address in an ORMA distribution list. Members can opt-in by providing the required information on the web site registration page and clicking on the JOIN button.
- At any time, a member may opt-out of the email distribution list by submitting such a request to ORMA in written or electronic form. An opt-out option will be provided at the bottom of each email sent to members.
- Only the president and his/her designee will have access to the general distribution list of email addresses of ORMA members.
- All general distributions will be blind distributions. Email addresses will not be marketed or distributed to any persons, organizations, or associations.

Editorial and Content Authority:

The ORMA Communications Committee will have editorial authority and content control over the ORMA web site, email messaging system, newsletter and any other medium used by ORMA to communicate to its members subject to these guidelines and regulations. All information posted on the ORMA web site or disseminated via the email messaging system or newsletter must be approved in advance by the committee or its designee. The Communications Committee reserves the right not to publish notices or information that will reflect poorly on Ocean Ridge.

Published Information

The Ocean Ridge Master Association, Inc. has adopted the following guidelines with regard to notices and all published material for the ORMA web site, email messaging system and newsletter.

ORMA Communications may disseminate the following information:

- ORMA Board events
- Developer notices
- Directory of property owners
- ORMA clubs and activities
- Plantation Club events
- ORMA committee reports
- ORMA newsletter
- Public service announcements
- Community interest announcements
- Ocean Ridge activities and social announcements
- Local events
- Property Owner submitted messages including but not limited to:
 - Personal items for sale/give-away
 - Vendor/contractor referrals or recommendations
 - Items to be borrowed or loaned
 - Ocean Ridge housing for rent
 - Bereavement notices
 - Lost Pets

Political Content

Content that reflects national, state or local partisan political subjects will not be published. No national, state or local candidate or political party will be endorsed.

Objectionable Content

Objectionable or illegal products or services will not be advertised or otherwise supported via ORMA Communications.

Religion

Specific religions or houses of worship will not be endorsed.

Infringement on Intellectual Property Rights

As a condition to the posting of any information provided by an ORMA member, the member requesting the posting represents and warrants to ORMA that such member will not post or request posting of any information that infringes on the trademark, copyright or other intellectual property rights of any other person or entity. The member requesting such posting agrees to indemnify and hold harmless the Ocean Ridge Master Association, Inc. from all costs and expenses (including attorney's fees) incurred by ORMA related to or arising from any breach of this representation and warranty.

Outside Organizations

Member solicitation for organizations outside Ocean Ridge will not be published. Notices concerning charitable events by such organizations may, however, be included.

Sporting activities

Although articles covering tournaments and other major sporting events will be accepted, individual achievements, such as holes in one and birdies, will not be published.

Travelogues

Individual travelogues will not be accepted for publication.

Urban Legends, Internet and Email Rumors

ORMA Communications will not publish information forwarded via chain emails, word-of-mouth or other means, without satisfactory substantiation of the facts.

Editorial Discretion

All materials submitted for publication are subject to editing. In the event of substantive editing, the submitter may be requested to review the final communication before publication in order to assure factual accuracy; otherwise, the final product generally will not be subject to additional review.

Newsletter Deadline policy

The newsletter deadline is the 20th of the month preceding the date of publication. Some articles submitted after the deadline may be accepted, at the discretion of the editor, for the upcoming issue. Space and time constraints, however, may result in the postponement of late articles to another issue.

The ORMA Communications Committee and Board of Directors must approve all additions and/or deletions to these Guidelines.