

Subject: Rossmoor Websites: www.rossmoor.com, docs.rossmoor.com, and www.rossmoornews.com

Purpose: To Establish Policy for Utilization of the Rossmoor Websites

Rossmoor has three websites on the Internet: www.rossmoor.com, docs.rossmoor.com, and www.rossmoornews.com. Rossmoor.com is the official website for the community of Rossmoor, Walnut Creek.

Rossmoor.com plays a major role in marketing Rossmoor throughout the world by providing information about Rossmoor, its facilities, amenities and location. The site also features a video on the community. In addition, the site offers timely information for Rossmoor residents on the "Resident Info" pages. On this section of the site, residents can find phone numbers, bus schedules, club listings, public safety forms, information on the GRF Board and the Mutuels, the golf course, Counseling Services and much more.

Docs.rossmoor.com is a site that gives residents access to a variety of Rossmoor documents. Documents are posted for the Golden Rain Foundation and the Mutuels. In addition, the site posts current GRF budgets, policies and rules, the General Plan, the Trust Agreement and agendas.

Rossmoornews.com is the official website for the Rossmoor News and is updated weekly with many of the articles that appear in the Rossmoor News.

1. Website policies are established by the Golden Rain Foundation Board of Directors.
2. The website operations are directed by the Communications Department Manager, who reports to the General Manager.
3. Priority on the websites is given to items that inform the residents of activities and information about the community and that make living in Rossmoor more enjoyable and convenient. A general description of Rossmoor and its amenities for the benefit of people outside the community will also be part of the site.
4. Judgment of what to publish on the websites is within the jurisdiction of the Communications Department Manager insofar as it conforms with the written policy of the Golden Rain Foundation. If, in the judgment of the Communications Department Manager, there is a need for interpretation of policy, the matter shall be referred to the General Manager who shall make a determination, or who shall refer the matter to the President of the Golden Rain Foundation for a final decision. The President may call upon others, including legal counsel, for consultation.

5. The Communications Department Manager is responsible for regularly updating the websites and ensuring that the sites are timely and informative. The Communications Department Manager's responsibilities include making sure that the sites are on the Internet, planning and design of the sites, and preparing budget recommendations.

Authority: Policy

7/30/98

4/25/02 Rev.

2/24/11 Rev.

1/4/23 Housekeeping