

Want to post an ad for your business on the HOA web site?

Posting an ad on the HOA web-site is easy and it's FREE

Do you have a business that you operate out of your home? Post an ad for it. You own a business in the area? Post an ad for it. You work for an area business? Post an ad for it. Your hobby is making something and you want to sell what you make? Post an ad for it. You have a skill that could benefit other homeowners? Post an ad for it.

What if the product or service you want to offer is not part of a formal business? Say you or a family member in your household wants to offer baby-sitting services. Post an ad for it.

Hey, can you help your neighbors create ads for their businesses using word processing, publishing or presentation software such as Microsoft Word, Publisher or PowerPoint? Post an ad for it and charge a reasonable fee.

The Highland Oaks HOA web site is there for you, the subdivision homeowners. It is your HOA. It is your web site. Any subdivision homeowner may post an ad for any business in which he or she is involved.

First you make a roux.....oops, First you create your ad

Your ad must be digital. That simply means that you can attach it to an email and send it to the HOA Secretary. It does not have to be fancy or professional. Any of the usual digital formats such as pdf, jpg, bmp and tiff are fine. Ads created in word processing, publishing or presentation software are also fine as long as the files can be opened in Microsoft Word, Publisher or PowerPoint.

Ads can be no bigger than one, letter sized page. Smaller is okay. Larger is not. The ad can include text, images and line art. Imbedded video does not work, sorry.

How will it look on the HOA web site?

Take a look at the ad that is already posted. Kylie Allen is an Independent Consultant for Scentsy, which is a line of scented, wickless candles. Cool stuff. When visitors to the HOA web site go to the *Businesses* page, they see a text box with Kylie's name and other information. When the visitor clicks on the text, Kylie's ad pops open.

You have a web site?

If you already have a web site, you can do as Kylie did and have both an ad and a button that will take the HOA web site visitor to her Scentsy web site. If you prefer, you can forego the ad and have visitors go to your web site when they click in the text box containing your name and other information.

OK, the ad is done. Now what do you do with it?

Email it to the HOA Secretary, Del Barnes, at HighlandHOA-DelBarnes@cox.net. Include the following information in your email:

- Your name ***[Required]***
- Your home address ***[Required]*** (the business address may be in your ad)
- Your phone number (home or business) ***[Required]***
- Your email address (personal or business) ***[Required]***
- A description of your business in a phrase containing five words or less ***[Required]***

- Your business web site address, if you have a web site that you want linked to your posting.
 - If you send a web site with no ad, we will link the posting to your web site.
 - If you send both a web site and an ad, we will link the posting to your ad and provide a button that will link to your web site.

What next?

Check the web site soon and often. When you see your ad posted, check it carefully for errors. If there are errors, notify the HOA Secretary immediately. We will correct the errors as soon as we can. Keep in mind that corrections may take some time. We are doing this work in our spare time, such as it is.

From time to time, you may receive an email from the Secretary asking if your business is still viable or whether you wish to continue to have your ad posted. If we do not get a response from you in a short period of time, the ad may be pulled from the web site.

If you decide that you no longer wish to have the ad posted on the HOA web site, let the Secretary know by email. We will remove it as soon as

we can. Again, keep in mind that removal may take some time.

Legal Stuff

All ads are subject to approval by the Board of Directors of Highland Oaks Subdivision Homeowners Association, Inc. Ads may be rejected or removed from the web site without cause or notification.

By submitting an ad for posting to the HOA web site, the person submitting the ad agrees to hold Highland Oaks Subdivision Homeowners Association, Inc., its Directors, Officers, agents and volunteers harmless and indemnify them from any and all loss, expense or damage directly or indirectly related to the content of the ad, the posting of the ad or the products and/or services offered in the ad. This indemnification includes, but is not limited to attorney's fees, costs related to defense of claims made or threatened and loss of earnings of Directors, Officers, agents and volunteers directly or indirectly related to claims made or threatened.

The validity and accuracy of the content of an ad is the sole responsibility of the person submitting the posting. Highland Oaks Subdivision Homeowners Association, Inc. will bear no responsibility whatsoever for the content of an ad or its effect. Highland Oaks Subdivision Homeowners Association, Inc. makes no assurances as to if, when or for how long an ad will be posted on the HOA web site.

Enjoy the free advertising!!!! We hope it serves you well.