## ORGHA ORBS/Facebook Notification Guidelines As of September 3, 2014

An ORBS (Old Rosedale Broadcast System) and ORGHA GROUP Facebook posting will be published to communicate the following:

- 1. City of Livonia Communications
  - a. Changes in the trash collection schedule and Household Hazardous Waste Collection Notices.
  - b. Leaf pick-up schedules
  - c. Water restrictions and/or emergencies, for example repairs that would cause the water to be turned off
  - d. Weather emergencies, for example a snow emergency declared by the city
- 2. Street repairs, tree trimming/removal, or any City project that might affect traffic through Old Rosedale Gardens.
- 3. Non-ORGHA specific event that affect Old Rosedale Gardens, for example the Crop Walk through our neighborhood.
- 4. ORGHA Events
- 5. Lost/Found Requests

A request for an ORBS notification may be submitted by:

- 1. The ORGHA Board
- 2. Residents may request a Lost/Found notice by phone (to the ORBS Administrator or a Board Member) or an e-mail sent to oldrosedalegardens@yahoo.com.

## Responsibilities of the ORBS administrator:

- The ORBS Administrator will write the ORBS Notice and send it out using the ORGHA ORBS
   Distribution list and will then immediately post the same notification on the ORGHA Facebook page.
- 2. The ORBS Administrator will monitor any City of Livonia Facebook and/or web pages, and will then post City of Livonia communications that meet the criteria set forth in the guidelines.
- 3. The ORBS Administrator will monitor the ORGHA yahoo email account for any ORBS requests.