



# POLICY and PROCEDURE

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Board Approval Date	10/28/2017
Original P&P Date	09/16/2004

## NEWSLETTER – NEWS FLASH - ALERTS

### PURPOSE

To define content, creation, and process for the Pinebrook Newsletter, New Flash and Alerts

### POLICY

All Pinebrook Newsletters, News Flash and Alerts will be created and distributed in accordance with the procedure in this document

### REFERENCE

P&P 24 – Computer Software Procedures

### FORMS

None

### PROCEDURE

1. Newsletter content must be approved by the President or Vice President and the content may include the following:
  - A. Finance
    - 1) Budget and Insurance
    - 2) Financial status
    - 3) Dues and billing
  - B. Board Actions
    - 1) Key issues and information
    - 2) Key decisions made
  - C. Pinebrook News, CC&R Compliance, Building review, Maintenance and New Projects items
  - D. Social events
  - E. Greater Arnold Area News
  - F. Key “Notice” items such as:
    - 1) Pick up phone books
    - 2) Pick up completed / approved CC&R forms
    - 3) Get dues paid
    - 4) Vandalism and theft activity
    - 5) Key local events and news
    - 6) Introduce new Pinebrook members, in memory articles, etc;
    - 7) Recognition of key contributions
    - 8) Fire Safety Status
2. Creation
  - A. Association members are encouraged to submit newsletter articles (only in Microsoft Word format)..



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- B. Newsletters are “Email Distributed” as needed and placed on the Pinebrook website in PDF format for reference.
  - C. For details on the Creation and Distribution, review P&P 24.
  - D. Office Support personnel will edit and merge the articles into the Newsletter Microsoft Word format, review contents with President or Vice President before sending to the Webmaster for web site posting. Newsletters will be distributed via email with a link to the website posting. Those without email are asked to go to the library for website access.
  - E. Board members and Committee Chairpersons are responsible for sending articles on a specified schedule in Microsoft Word format attached to an email sent to Pinebrook. Sharing of articles among Board Members early on is encouraged as this will improve the content, coverage and eliminate redundancies.
3. Standards
- A. Correct spelling, syntax and composition
  - B. Brief / concise / tightly formatted articles to provide “smart phone” usage with minimum attachments. Humorous and varied filler items used with discretion
  - C. Articles with community appeal, not personally punitive, nor personal in opinion.
  - D. Political candidates shall not be, in any fashion, favored or disfavored.
4. The distribution schedule is determined by need.

#### SUMMARY OF CHANGE FROM PREVIOUS ISSUE

Changed “Title”; Major text changes; Reformatted.