

GLENBROOKE COMMUNITY ASSOCIATION

MEDIA POLICY

Board Approved: August 12, 2009

Website, newsletter and any Association media are primarily for Association members. The primary purpose shall be:

Statement of Purpose

- To provide official and timely communication to residents of Glenbrooke Community Association
- To provide documents and forms for the convenience of residents.
- To provide information from the Board to residents
- To provide information on groups and clubs and Association lifestyle events
- To promote knowledge about and adherence to the particular rules and regulations of the association.
- To provide broader and more effective communication for the residents of Glenbrooke Community Association.

Policy

All Association media will be under the general direction of the Association Manager. All content will be written by staff, residents or committee chairs in accordance with the governing documents of the Association and policies adopted by the Board. The Association Manager has editorial rights on all Association media.

Association media will be financially supported by the community association. If advertising is desired, the types, rates, policy, etc. will be developed by staff for Board approval.

Association media is not intended to be a news instrument for outside news reporting, nor will it contain editorial opinion on issues and controversies. Priority will be given to time sensitive events, meeting notices, agendas, calendar information, association news and announcements relevant to groups, clubs and association sponsored activities.

Written permission from residents is required prior to publishing any resident information such as name, phone number, e-mail address, etc.

For privacy and confidentiality reasons, access to data base and data base information will be limited to authorized staff.

Media Content - Website

In general, the following subjects will be covered on the Association website. Additional content may be added with the approval of the Board of Directors.

- **Governing Documents:** Bylaws, Articles of Incorporation, Design Guidelines, Rules and Regulations
- **Calendars** – Calendars of Board and Association Committee meetings, monthly activities calendar, monthly fitness calendar, monthly calendar of groups and clubs
- **Forms** – ARC forms, application for committees, facility reservation contract, concern forms, group forms (Application for Shared Interest Group, Group Roster/Membership) financial forms, etc.)
- **Group/Club Information** – Contact List, meeting dates and times, special events, Group Profile
- **Association Information** – All information regarding Association operations (Elections, Budgets, committee openings, etc.) Minutes of Board & Committee meetings, agendas of Board & Committee meetings, hours of operation.
- **Maps** – Community map and area map
- **Contacts** – Association main numbers, Board of Directors, Fire Department, Police Department, City Hall, Animal Control, Parks & Rec Department, Utility Departments
- **Frequently Asked Questions** – List of commonly asked questions. To be updated every six months.
- **Association Surveys** – Association surveys for those who wish to participate and the results of said surveys
- **Bulletin Board** – Information on non-association groups

Procedures for Posting/Printing Material

Board & Committee Agendas & Minutes: Agendas will be posted as they are approved by the committee chair or Board President and submitted to staff, but no later than four days before the meeting.

Draft minutes will be removed and approved minutes will be posted within 24 hours after approval.

Group/Club Procedures: Groups/Clubs will designate one individual as contact for media. Groups/Clubs will follow the same template. Group/Club information can be input by designated contact, but may be edited by the Association.

Information received after 12 noon on Friday will not be posted until the following Monday.

Removal of Material

Dated material will be posted for a maximum of 31 days unless specifically requested and approved for a longer time.

Dated material i.e., specific functions, meetings, will be removed within 24 hours after the event Monday through Friday.

Priority Posting/Printing

- Emergency Information
- Meeting Changes – dates, locations, times etc.
- Board Information
- Association Information
- Group/Club Information
- General Information
- Miscellaneous
- Material to be Archived – Board & Committee minutes
- Financial Statements for one year
- Audits/reviews

RESIDENT DIRECTORY

Resident directory will be published annually. Inserts with additions/changes may be done quarterly. Cost of producing the directory will be a line item in the budget each year.

A signed listing agreement form is required for inclusion in the directory. The directory is for member/owner listing. An Owner may assign a renter their listing in the resident directory by completing and signing the assignment agreement. There is only one listing per lot/rooftop, so if the owner assigns their listing to the renter, the owner will not be listed.

Changes to the directory must be received by staff 45 days prior to posted publication date.

Advertising opportunities are at the discretion of the Board of Directors.

All assignment listing forms, advertising contracts and other documents related to the directory will be safely stored by the Association.

ASSOCIATION NEWSLETTER

The Association newsletter will be produced monthly by Association staff. Contributing to the newsletter will be designated group/club representatives, resident contributors, Board and Board Committees.

Newsletter content will be about the Association and reflect lifestyle at the Arbour Lodge and amenities. Groups will have their meeting dates, times, locations and contacts listed.

Hardcopies of the newsletter will be available at Arbour Lodge.

Advertising opportunities are at the discretion of the Board of Directors.

Cost of producing the newsletter will be included in the annual budget.

The Association Manager has editorial rights.