

## **BELLASERA COMMUNITY ASSOCIATION**

Bulletin Board Policy

Adopted May 24, 2004

### **Introduction**

The Bellasera Community Association (BCA) will provide bulletin boards for the use of its residents. Content and control and maintenance thereof is described below with the intent of providing optimal value to all residents.

### **Bulletin Board Policy**

**Purpose** - The Bellasera Community Association bulletin boards are established for the benefit of the residents of Bellasera. The bulletin boards are intended primarily to improve communication and disseminate information.

**Description** -- Two types of bulletin boards will be maintained - "Bellasera Community" and "Residents' Information." The primary "Bellasera Community" bulletin board will be located inside the clubhouse main entry door. "Bellasera Community" satellite bulletin boards are located at each mailbox station throughout the community. The "Residents' Information" bulletin board will be located near the massage room door in the clubhouse.

**Content** - The content of each of the boards will consist of the following:

The primary "Bellasera Community" Bulletin Board at the clubhouse will contain information concerning BCA Board of Directors and committee meetings, including a monthly calendar

of events, and Board-approved social activities that are of interest to all residents.

The satellite "Bellasera Community" bulletin boards will contain a subset of the information from the primary board. Because of space limitations, only the most current / urgent information will be posted on these satellite bulletin boards.

Commercial advertisements will not be permitted on any of the "Bellasera Community" boards.

The Residents' Information board located at the clubhouse will contain information that is considered useful to a majority of our residents. Postings must relate to an appropriate resident activity or commercial venture. Each posting will be stamped with a removal date as described below.

**Maintenance Responsibility** -- The content of each of the bulleting boards will be maintained and monitored by the Bellasera Community Manager. Postings on the "Residents' Information" bulletin board will be submitted to, approved, and posted by the Bellasera Community Manager. Following approval, the postings will be marked with a date that is 60 days in the future, after which the document will be removed. A renewal, for an additional 60, may be permitted only with the approval of the Bellasera Community Manager. Items posted on the "Residents' Information" board without a stamped pull date will be removed. All postings and removals will be made by the Bellasera Community Manager.

The content of the satellite "Bellasera Community" bulletin boards is the responsibility of the Bellasera Community Manager. Posting and removal of information on these bulletin boards will

be the responsibility of a designated member of the Bellasera Communications Committee. Generally, information will be updated on a weekly basis. Postings will be limited to a maximum of one full (8.5 x 11 inches) piece of paper and will be subject to a one week time limit.

**Bellasera Community Association**  
**Newsletter Policy**  
**Amending and Restating all prior policies/rules regarding the subject matter**  
**Effective October 28, 2010**

**Purpose** – The Bellasera monthly newsletter is for the benefit of the residents of Bellasera and is intended primarily to facilitate communications with members. As such, the newsletter will not contain any advertising aimed at promoting commercial activities. It may, however, contain information promoting activities of, or sponsored by, the Bellasera Community Association or its authorized committees. While the newsletter is an official publication of the Bellasera Community Association, which provides the means of production and distribution, newsletter content is the responsibility of its editorial staff.

**Content** - Newsletter content will be determined using journalistic guidelines generally considered appropriate for a balanced presentation of news and information. The editorial staff will use its best judgment, consistent with this policy, to make decisions regarding content, and is under no obligation to use all material submitted.

Articles in the publication may include subjects such as:

- Information on rules and regulations established by the Bellasera Board of Directors.
- Information on meetings of committees and the directors, and related news of these organizations' operations.
- Community events sponsored by the Bellasera Community Association through the various committees.
- Events or programs arranged exclusively for residents or homeowners, such as classes, with or without fees, where commercial solicitation is not the primary focus.
- Special features of interest to the community, such as gardening information, club and social group activities.
- A calendar of events.
- Notices of meetings, events and activities extending beyond the Bellasera community that may be of interest to residents, based on the experience and judgment of the editorial staff.
- Information about volunteer activities involving residents or applying to the community as a whole.

**Advertising** - The publication does not solicit or accept advertising. It is not intended to publicize corporate entities, commercial organizations, businesses or licensed salespeople. The publication will not accept notices or advertising of houses or real estate for sale. Announcements regarding Bellasera resident business ventures may be included in the newsletter once only, if newsworthy, and if they are not intended to advertise.

**Accessibility** – Copies of the monthly newsletter will be mailed, or e-mailed, to all members, and made available at the Bellasera Community Association office. While not intended for public use, content will be appropriate for public viewing through the Bellasera Community Association website.

**Liability** - The following disclaimer will appear in each edition of the newsletter:

Neither the Bellasera Community Association nor its Board of Directors provides any warranty, express or implied, as to the accuracy, timeliness, completeness, merchantability, or fitness for any particular purpose of any information contained in this newsletter in any form or manner whatsoever.

**Oversight** - The newsletter is an independent publication, with its editorial staff serving on a voluntary basis, under oversight of the Communications Committee. The editorial staff, the Board of Directors of the Association and its Committees will interact to reach agreement on editorial policy in situations where conflicts arise. The editorial staff may be removed only by a majority vote of the Communications Committee and the Board of Directors.

The Bellasera Community Manager will review the content of the newsletter each month prior to publication to determine whether it accurately represents official community actions, policies and regulations. Should there be a discrepancy, the Community Manager will discuss appropriate changes with the editorial staff. It will remain the responsibility of the editorial staff to either make the changes, or attempt resolution, first with the Communications Committee chairman and, if necessary, the Board of Directors.

**Production** - Production of the newsletter is the responsibility of the Bellasera Community Manager. The manager will arrange for printing, addressing, stamping and mailing the publication on a timely basis.