

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 99-02

NEWSLETTER EDITORIAL POLICY

WHEREAS, to facilitate communications, internally and externally the Board of Directors (“Board”) of Georgetown Village Condominium (“GVC”) has delegated to the Marketing & Communications Committee (“M&C Committee”) the responsibility for editing and publishing a newsletter to inform GVC owners and residents of matters and developments, or which are of significant import to, GVC and/or its members; and

WHEREAS, the Board desires to establish a newsletter editorial policy to follow in carrying out said responsibility.

NOW, THEREFORE, BE IT RESOLVED THAT: the following newsletter editorial policy be adopted:

I. Purpose

The purpose of the GVC newsletter includes, but is not limited to enhancing internal and external GVC communication by, *inter alia*, informing GVC owners and residents of matters and developments, or which are of significant import to, GVC and/or its members.

II. Organization

- A. Priority will be given to items of significance to a majority of GVC’s owners and residents, including but not limited to (and in no particular order of importance):
1. GVC policies and rules;
 2. summaries of Board meeting highlights;
 3. summaries of committee activities;
 4. reports from management;
 5. community calendar;
 6. summaries of the GVC budget, and its current financial operations;
 7. national and local condominium news to the extent reasonably pertinent to GVC;
 8. news respecting past and future GVC sponsored activities, sporting events, etc.;

9. reports on the governmental and legislative activities of the Maryland and Montgomery County governments, to the extent reasonably pertinent to condominium ownership in general, and to GVC in particular;
 10. reports on the current activities of neighborhood civic organizations, to the extent reasonably pertinent to condominium ownership in general, and to GVC in particular; and
 11. items of general informative interest to GVC owners and residents, and of importance, directly or indirectly, to all owners and residents, e.g., handyman tips on proper maintenance of fixtures and appliances furnished with the units, etc.
- B. The newsletter may contain space for articles or letters reflecting the writer's opinion, or personal point of view, about subjects that are specific to the GVC community.
1. Articles or letters in this section will only be considered for acceptance from GVC residents and GVC owners.
 2. Persons submitting articles or letters reflecting the writer's opinion, or personal point of view, must provide their full name, address, and telephone number; only their name will be published. Articles submitted anonymously will not be considered for publication.
 3. Articles or letters reflecting the writer's opinion or personal point of view should be less than 250 words in length. (This is the equivalent of about one-half page of text printed on a sheet of paper, 8.5" x 11", with one-inch margins, and 12-point Times Roman or Arial style fonts.) Submissions must be legible, and should, if possible, be made electronically, in Word, WordPerfect, ASCII or other Rich-Text formatting, accompanied by a hard (typed-out) copy. No more than one article or letter from any homeowner or resident shall be published in any edition of the newsletter. The limitations in this provision shall not apply to Board members, Association officers, Committee chairs, and Association managers writing in their official capacity
 4. The Newsletter Editor ("Editor") will not edit for length or content an article or letter reflecting the writer's opinion or personal point of view. However, publication of articles or letters reflecting the writer's opinion, or personal point of view, which are longer than 250 words, or which do not pertain to subjects that are specific to the GVC community, may be published at the discretion of the Editor. If time permits, the Editor, or committee member designated by the Editor, may communicate problems of this nature with the writer submitting said article or letter, and provide the writer with an opportunity to edit the submission accordingly.
 5. The Editor has the right to defer publication of an article or letter reflecting the writer's opinion or personal point of view, if the submission of same is not received by the deadline for such submissions, or if space in the newsletter for which such submission is being made is unavailable. Said articles or letters will be published on a first-come, space available basis.

6. The newsletter shall not be used as a vehicle for the dissemination of commercial interests of owners or residents, or any potentially libelous material. Notwithstanding the foregoing, and subject to advertising policies adopted by the Board, commercial interests of owners or residents may be the subject of advertising.
7. Questionable information shall be verified with the author, establishing its accuracy and completeness.
8. The newsletter shall, at all times, conform to GVC's legal documents, the established policies of its Board, and all copyright and trademark laws.

III. Advertising

If advertising is recommended for inclusion in the newsletter, the M&C Committee shall develop a detailed outline of appropriate guidelines and procedures for review and approval by the Board of Directors. Pending review and approval by the Board of any advertising guidelines and/or procedures, no advertising may be included in the newsletter. Any advertising guidelines that may be established shall be appended to this document as Appendix A.

Adopted by the Board of Directors

**September 14, 1999
Revised June 14, 2005**