

**CIRCLE C HOMEOWNERS' ASSOCIATION  
NEWSLETTER GUIDELINES  
Adopted December 5, 2007**

**I. Purpose**

The CCHOA Newsletter is a monthly publication intended to provide homeowners with an accurate, informative, hard copy of neighborhood news, contact information, FAQs, schedules, and brief informational articles about Circle C Ranch life and amenities.

The Board is permitted to delegate any of its authority provided herein to an appropriate person or committee. References herein to the "Board" shall include references to any such delegates of the Board.

**II. Schedule and Price**

The Newsletter is delivered monthly, free to the CCHOA members and neighborhood residents. Publishing and mailing costs are covered by paid advertising, arranged by Peel Inc.

**III. Newsletter Content**

**A. Advertising**

1. No more than 50% of the Newsletter shall consist of paid advertisements, unless otherwise approved by the Board. The nature and types of advertising are also subject to approval by the Board. Generally, the nature and content of all advertising shall be suitable for a community-based, family-oriented publication.
2. No political advertising is permitted.

**B. Articles**

1. All articles are subject to the approval of the Board.
2. All articles shall conform to the CCHOA Model Code.
3. Articles concerning activities, events, and life in Circle C are encouraged and are given priority.
4. Any person or entity may submit articles for publication. Priority of publication is given to articles submitted by the following, in descending order:
  - a. CCHOA Board
  - b. CCHOA Directors

- c. CCHOA Staff and Contractors
  - d. CCHOA Committee Members
  - e. Circle C Amenities (café, golf club, tennis club, bike club, CDC, etc.)
  - f. CCHOA members
  - g. General public.
5. All articles, other than those written by the CCHOA staff, will include an author or group name with current contact information.
  6. Generally, articles should not exceed 500 words in length.
  7. Articles whose primary purpose is commercial solicitation shall not be permitted, although references, phone numbers, names and links to web sites are permitted, for additional information, if incidental to the article, and not the primary purpose.
  8. Articles of a political nature are not permitted. These would include, but not be limited to, articles endorsing or opposing any candidate or position in any local, state, or national election. Articles supporting or opposing a particular position are permitted if, in the discretion of the Board, the position taken would be beneficial the Circle C residents as a whole.
  9. Articles supporting or opposing a particular religion or church are not permitted. This does not prevent the publication of information concerning meeting times and locations for churches and other religious activities.
  10. Editorials or opinion pieces are not permitted without the prior approval of the Board.
  11. Articles which are or could be considered to be insulting, demeaning, or derogatory are not permitted. Offensive content of any type, in particular, but not limited to, content which is or may be offensive from a racial, ethnic, sexual, or religious standpoint, is not permitted.

#### **IV. Discretion of the Board**

The Board may amend, supplement, or deviate from, these policies and guidelines as it deems appropriate.