

# CHARLESTOWN OWNERS ASSOCIATION

## Section II - Standing Committees

### POLICY RESOLUTION 2003-01

#### Guidelines for Association Newsletter (The Charlestown Chronicle) and Website

**WHEREAS**, Article XII, Section 2 of the Bylaws of the Charlestown Owners Association (“Association”) authorizes the Board of Directors to appoint and oversee Committees.

**WHEREAS**, pursuant to Article XII, Sections 3 and 4 of the Bylaws, the Association’s Committees are required to perform duties assigned by the Board and to serve for the period of time determined by the Board. If such a Committee has been appointed or a chairperson has been appointed, the Board of Directors would still retain the authority to review all actions and reports of the Committee, which includes the Association newsletter.

**WHEREAS**, Article XII, Section 2 (d) of the Bylaws provides that a Publicity Committee may be appointed which shall inform the Owners of all significant activities and functions of the Association by means of a periodic newsletter or other posting within the community or on any Association website, and shall, after consulting with the Board of Directors, make such other public releases and announcements as are in the best interest of the Association.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors believes that it is in the best interest of the Association to clarify the process for the publication and editing of the Association’s newsletter - otherwise known as the Charlestown Chronicle as follows:

1. It is preferred that the Editor of the Association newsletter be a serving Board member. The Editor will serve on the Publicity Committee, and if there is no Publicity Committee, the Editor will be a stand-alone position.
2. Since the Chronicle is the official newsletter of the Charlestown Owners Association, the governing body of the Association, the Board of Directors, will be responsible for final approval of each edition of the Association newsletter.

#### **1. PROCEDURES AND PROCESS:**

- A. All Board and Committee materials for publication including final meeting minutes and articles are required to be submitted to the Editor and the Association’s Managing Agent no later than the 25th of each month to assure publication in the next month’s newsletter. All meeting minutes approved by the Board, articles and inserts (such as draft resolutions and forms) submitted by the Board and its committees by or before the 25th of each month will be included in the initial draft of the newsletter, if possible.
- B. Owner’s letters to the editor must be 250 words or less and must be submitted either by mail or email to the Chronicle Editor and the Association’s Managing Agent prior to the 25th of the month. The Editor reserves the right to reduce articles to fit available space. Letters may also be edited for clarity. Letters not addressing COA activities or that may raise claims of defamation or otherwise may expose the Association to potential liability or other claims of any nature will not be printed. Submission must include

the writer's name and address, which will be printed with the letter. Electronic submission is preferred. If mailed, please send to:

Charlestown Chronicle  
c/o Editor and CMG Customer Service Representative  
8533 Lakinhurst Lane  
Springfield VA 22152

- C. Once the newsletter is prepared in draft form it will be sent to all the Board of Directors by either the Editor or the Association's Managing Agent for review, comments and edits. All edits will be made by the Editor or the Association's Managing Agent prior to the newsletter being sent to the printer. In those rare instances that Editor and the Board of Directors cannot reach an understanding on recommended edits, a special meeting of the Board of Directors will be called in accordance with the Bylaws to discuss and agree upon the appropriate edit(s). The final version of the newsletter, after all edits have been completed, will be emailed to the Editor, the Association's Managing Agent, and the Board President.
- D. Once the final, edited version of the newsletter is sent to the printer, it will be posted on the Association's website.
- E. Like the Association newsletter, the Association website is a communications tool of the Association to inform owners of the Board actions and community issues. The Board member or owner that volunteers to be the Association webmaster will post on the website news and articles that have been reviewed and approved by the Board of Directors or the Association's Managing Agent. Any owner who volunteers to be the webmaster will serve on the Association's Publicity Committee. If there is no Publicity Committee, the webmaster will work directly with the Board President. The webmaster will register the Association website using their personal credit card (the Association does not have a credit card) and sign any necessary agreements with the web hosting company. Any authorized expenses incurred by the webmaster for the website will be reimbursed by the Association. Any links to other websites or advertisements will be approved by the Board of Directors.
- F. If the Board of Directors does not appoint a newsletter Editor, the Managing Agent will compile the materials for the newsletter and essentially serve as the newsletter Editor.
- G. As of the effective date of this Policy, the Association's newsletter will be published; provided, however, that the Board of Directors may at any time opt to delay publication of the newsletter for any reason. The website will be updated at least monthly.
- H. There will be a cost to advertise in the Chronicle and on the Association's website. Advertising costs, subject to change, will be approved by the Board of Directors. All ads will come under the statement that the "COA does not knowingly accept ads of a fraudulent nature and does not review these ads or endorse any advertiser or their products." All advertisements will be paid prior to their printing. Payment will be made to the Association's professional management agent.

This Resolution shall be filed in Section II, Standing Committees, of the Book of Resolutions.

The effective date of this Resolution shall be November 30, 2003.

This Resolution was approved and adopted by the Board on October 21, 2003.