

THE GROVE AT HUNTLEY MEADOWS
Homeowners Association
POLICY RESOLUTION NO. 2010-03

(Newsletter Publication and Advertising Guidelines)

WHEREAS, Article VII, Section 1(c) of the bylaws provides that the Board of Directors shall have all powers to conduct the affairs of the Association; and

WHEREAS, the Board of Directors recognizes that communication of the business of the Association and its Managing Agent is essential to the success of the Association and therefore the Board of Directors wishes to establish a community newsletter as well as to set newsletter advertising guidelines,

NOW THEREFORE, BE IT RESOLVED THAT the following procedures, standards and rules for publishing a community newsletter and the advertising contained therein shall be adopted:

I. NEWSLETTER PUBLICATION

1. The purpose of the newsletter is to communicate the business of the Association to the owners and residents of the Association.
2. The Communications Committee Chair shall serve as editor and shall review, revise or eliminate articles as appropriate and consistent with these policies, and shall inform the Board of his/her actions. The Board retains overall responsibility for all Association publications and may direct the Managing Agent to include, remove or modify articles or any other material, as it deems appropriate, prior to publication.
3. The Board and Communications Committee Chair have no obligation to publish opposing viewpoints or any other submissions to the newsletter or other Association publications that the Board, its Managing Agent or its Communications Committee Chair believes is inappropriate for publication for any reason. Such submissions would include but not be limited to any deemed to be, in the opinion of the Board, Managing Agent or Communications Committee Chair, potentially defamatory, profane, crude, offensive, or inconsistent with the spirit and intent of the newsletter.
4. Priority will be given to publication of items of significance to the majority of the Association members and residents.
5. The newsletter or any other Association publication will not be used for expressing political views.
6. Each submission shall include a fully completed Newsletter Submission Application and Agreement form, which is attached hereto as Exhibit A. No

submission shall be published that is not accompanied by the Newsletter Submission Application and Agreement form and does not contain the signatures of the authors on said form.

7. The newsletter shall be published bi-monthly or in other intervals as deemed necessary by the Board and Committee.

II. ADVERTISING IN NEWSLETTER

1. All advertising must be approved by the Board's Managing Agent and placed in those locations approved by the Board's Managing Agent. The Board and its Managing Agent reserve the right to decline to publish any advertisement submitted for publication for any reason without explanation to the advertiser. The same submission criteria described in Article I of this resolution related to the content of any submission in the newsletter shall also apply to advertisements submitted for review and publication by the Association.
2. Advertisements shall be remitted, along with a completed Newsletter Advertising Application and Agreement which is attached hereto as Exhibit B, to the Association's Managing Agent for review and delivery to the Communications Committee. Submission deadlines and methods of delivery shall be established and may be amended from time to time by the Communication Committee, with the assistance of the Managing Agent.
3. Each newsletter shall contain a disclaimer stating that the Association does not endorse, recommend, verify for accuracy or promote any advertiser or the content within any advertisement.
4. Advertisers are permitted to place one ad in each issue of the newsletter.
5. Accepted ad sizes will be 3.5" x 2" (single business card) or 3.5" x 4" (double business card). Ads can either be horizontal or vertical.
6. Deadlines for entry shall be provided and determined by the Board and Committee. No advertisement shall be placed in the newsletter unless payment for the advertisement has been received by the applicable deadline.
7. Only high resolution PDF or JPG of camera-ready artwork (300dpi) will be accepted. The Association is not responsible for improving quality of submissions or any errors in submissions.

III. CLASSIFIED ADVERTISING ON WEBSITE

1. Association members may list items for sale, non-commercial services or requests for services in the classified section of the website at no charge.

IV. ESTABLISHMENT OF FEES AND COLLECTION OF PAYMENTS

1. With the assistance of the Managing Agent, the Board of Directors shall annually approve at its January Board meeting, an appropriate fee schedule for the publication of advertisements. Such fee schedule may be adjusted from time to time and within the sole discretion of the Managing Agent and the Board
2. Checks or money orders shall be made payable to The Grove at Huntley Meadows and mailed to the Association's Managing Agent.
3. The Committee Chair shall confirm with the Managing Agent prior to publication that all fees and payments for any submitted advertisement have been timely remitted.

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of The Grove at Huntley Meadows, this 15th day of June, 2010. This policy shall supersede and replace administrative resolution 05-04 and all other previously adopted policies concerning the newsletter publication.

This Resolution will become effective September 16, 2010.

THE GROVE AT HUNTLEY MEADOWS

By: James Preston
James Preston, President
Board of Directors

CERTIFICATE OF MAILED NOTIFICATION

I hereby certify that a copy of this Resolution was mailed to each Owner of Record at The Grove at Huntley Meadows on this 16th day of August.

Victoria Garner
Victoria Garner, CMCA®, AMS®
Community Manager
Cardinal Management Group, Inc.
Managing Agents for The Grove at Huntley Meadows



Newsletter Advertising Agreement

I (We) would like to purchase ad space in The Grove at Huntley Meadows HOA newsletter. Please reserve the following:

Single Business Card: 3.5" x 2" (h) 2" x 3.5" (v)

<input type="checkbox"/> 1 newsletter	\$15/ad	Month for ad: _____
<input type="checkbox"/> 2 – 4 newsletters	\$12.50/ad	Month for ad: _____
<input type="checkbox"/> 5+ newsletters	\$10/ad	Month for ad: _____

Double Business Card: 3.5" x 4" (h) 4" x 3.5" (v)

<input type="checkbox"/> 1 newsletter	\$30/ad	Month for ad: _____
<input type="checkbox"/> 2 – 4 newsletters	\$27.00/ad	Month for ad: _____
<input type="checkbox"/> 5+ newsletters	\$22.50/ad	Month for ad: _____

Publication Schedule and Deadlines: Camera ready-art is due on the 15th of month preceding publication date. The newsletter is published bi-monthly and is mailed in January, March, May, July, September and November. Camera ready-art is defined as high-resolution JPEG file (300 DPI) or PDF file. *Publisher is not responsible for the quality of reproduction on submitted artwork.*

Company: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (req'd): _____ Email (req'd): _____

Guidelines:

1. Payment must accompany all advertising requests. Payments in the form of check or money order are payable to The Grove at Huntley Meadows. Send payments to: The Grove at Huntley Meadows, c/o Cardinal Management, 4330 Prince William Parkway Suite 201, Woodbridge, VA 22192.
2. The Grove at Huntley Meadows HOA reserves the right not to accept any advertisement that is not in line with the mission of the association. Full guidelines are available at www.gathm.com.
3. Cardinal Management will notify the Communications Chair when payment is received for any advertisement(s).
4. Artwork may be submitted to the Communications Chair at communications@gathm.com by the 15th of month preceding the publication date.
5. Publisher is not responsible for the reproduction quality of submitted artwork. No enhancements or improvements will be made to submitted artwork.



EXHIBIT B

Newsletter Submission Application and Agreement

I (We) _____ request that the attached submission be published in The Grove at Huntley Meadows HOA newsletter.

First and Last Name of Author: _____

Address: _____

City : _____ State: _____ Zip: _____

Phone (req' d): _____ Email (req'd): _____

Guidelines:

1. The Grove at Huntley Meadows HOA has sole discretion to reject any submission that does not comply with the Association's Policy Resolutions related to the community newsletter. Full guidelines are available at www.gathm.com.
2. The Association is not obligated to notify you if your submission is rejected or accepted. The Association may also edit your piece due to length, without permission from or notification to you.
3. Your submission shall not solicit witnesses to accidents or other matters related to potential or on-going legal actions.
4. Publication Schedule: The Association reserves the right to publish your piece at any time regardless of your submission date, and in no way guarantees that your submission will be published in any particular issue of the newsletter. The newsletter is published bi-monthly and at such other intervals as the Board may determine.
5. Submissions will only be accepted from members of the Association who are in good standing with all the rules and regulations of the Association.

I, (We) certify that I (We) have read the above guidelines and have read the Association's Policy Resolution related to the community newsletter.

(signature(s))

(print name(s))

Indemnification and Certification:

I(We) _____ hereby certify that the accompanying submission for review and possible publication in the Association's newsletter contains no false or intentionally misleading information and is my(our) own work. I further agree to hold harmless and indemnify the Association and its members, agents, employees and officers against any and all claims arising out of or related to the publication of the accompanying submission in the Association's newsletter, including, but not limited to, any causes of action of defamation, libel, slander and any other tort action, as well as any legal fees and costs related to defense against such claims.

(signature(s))

(print name(s))