

**Greentrees Village Homeowner’s Association**  
**Communications Committee Policy and Guidelines**

**Committee Membership**

The Communications Committee is made up of resident volunteers, acting independently, but on behalf of, the Greentrees Village Homeowner’s Association (HOA). New members and changes to the committee chairperson are approved by the current sitting Board of Directors. A member of the committee may be removed by resignation or by vote of the committee majority.

**General Communications Policy**

The Communications Committee is responsible for the formal and informal communications to all residents and homeowners. They work to keep the community well informed of activities, events and happenings in the community.

This committee manages the following means of communication to all residents:

- Monthly Village Voice newsletter
- The Greentrees Village website
- Email notifications for both regular and emergency communications
- The official Greentrees Village Facebook page

All official communications to residents should be through the Communications Committee and through one of the designated means of communication, listed above. Some official communications may also occur through the Elections Committee or the HOA Office. There are other unofficial means of communication that may be used for additional notification of events and activities, such as the unofficial Facebook page. Although the Communications Committee may make use of these unofficial venues to increase distribution of important information, this committee does not control these communications and they should not be considered official means of communication.

All articles in the newsletter, on the website, in the email blast, or on the official Facebook page are copyrighted and may not be reproduced, copied, or published elsewhere without the express written permission of the Communications Committee Chair.

All communications must conform to the Federal Communications Decency Act (<https://www.congress.gov/bill/104th-congress/senate-bill/314>).

No personal or confidential information shall be published by any member of the Communications Committee using any of the official or unofficial channels of communications while acting on behalf of the HOA or Communications Committee.

Information for official community distribution shall only be accepted from the following sources:

- The Board of Directors President or Secretary
- District Representatives (for District Meetings only);
- Committee Chairs or Co-Chairs
- The HOA Manager (or designated representative)

### **Newsletter Policy**

The Village Voice Editor, a member of the Communications Committee, is responsible for writing, editing, layout, and publishing of The Village Voice newsletter. The newsletter is distributed to residents monthly via print and on the GreentreesVillage.com website. The Editor of the Village Voice is also responsible for securing advertising to offset the cost of printing for the newsletter as well as billing and collections for current advertisers.

Articles for the newsletter may be submitted by any resident. All articles may be subject to editing for clarification, readability, and length, although submitted authors can request that their articles be published unedited. Any edits to submitted articles will be sent via email to the author for approval prior to the articles being published. Articles should be submitted by email to [gtvnewseditor@gmail.com](mailto:gtvnewseditor@gmail.com). Deadline for articles is 5 PM on the 18<sup>th</sup> of each month.

All articles submitted for the newsletter must be in good taste, and appropriate to the Greentrees Village community. The Editor reviews articles and may exercise the right to refuse submissions that contains content that:

- Is discriminatory to any person or group
- Includes profanity or can be deemed offensive
- Promotes violence
- Personally attacks any group or individuals (whether residents of the community or not) or can be deemed abusive, harassing, threatening or intimidating
- Is copyrighted or trademarked without written permission of the copyright holder
- Is of a political nature.

### **Website**

The Greentrees Village website, <http://GreentreesVillage.com>, will contain pages that contain information pertinent to all residents or potential residents of the community. The Webmaster, a Communications Committee member, is responsible for maintaining existing content and publishing new content to the website.

There are two sections of the website – those pages that contain public information (visible to anyone) and the secured Owner’s Area.

The public area contains, but is not limited to, the following:

- HOA governing documents that are public record, such as (but not limited to): Rules & Regulations, CC&Rs, and Bylaws
- List of HOA Committees
- List of HOA Board members
- News and Updates of the Community
- Current three issues of the Village Voice newsletter
- Calendar
- List of Activities and Committee Events
- Notifications

- Other pages and information, as approved by the Board and/or Communications Committee

The owner's area is for registered owners only (renters will not be granted access). Access to this area is controlled by the Webmaster by account and password submitted by owners of record, as verified by the Office and/or the Greentrees Village Community Directory. If an owner sells their home, they will be removed from the owner's area. Periodic audits, at least annually, will be done to ensure all members of the owner's area are still current owners. This section contains, but is not limited to, the following:

- HOA committee and chair contact information
- Board member contact information
- Board meeting minutes
- Upcoming Board agenda
- Election information
- Current and past issues of the Village Voice newsletter
- Other pages and information as approved by the Board and/or Communications Committee

Submissions or suggestions for new pages or content for the website should be submitted to the webmaster at [gtvwebmaster57@gmail.com](mailto:gtvwebmaster57@gmail.com) or through the Contact Us page on the website.

### **Email Blasts**

The Communications Committee Webmaster will also prepare and send regular, weekly emails to residents who have subscribed to the email mailing list. If deemed necessary, an irregular 'emergency' email will be sent to residents when needed. Regular emails are sent on Sunday early mornings, generally around 1 AM. Emergency emails may be sent at any time. Deadline for submission for announcements for the email blast is Thursday at 5 PM. Submissions should be sent to [gtvwebmaster57@gmail.com](mailto:gtvwebmaster57@gmail.com). Requests for emergency emails should be made by phone call to the Communications Committee Chair by the HOA Manager (or designated representative) or the President.

All residents, whether owner or renter, are eligible to receive email blasts. Requests may be made by contacting the current Webmaster through the website, by email, phone call, or in person. Once verification is made that the requestor is a resident, via the Community Directory and/or Office, they will be added to the email list.

Recipients of the email blast will be removed when they are no longer residents of Greentrees Village. The email list will be audited periodically, at least annually, to remove members that are no longer residents. Removal from the email list will also occur automatically if the subscriber reports the email as spam. Residents who wish to remove themselves from the email list should select the 'unsubscribe' link at the bottom of the email or contact the Webmaster via email. Some residents may be placed in 'inactive' status if they do not open three or more emails. Subscribers in 'inactive' status may not receive email notices.

The email blast content may include:

- Notification of official HOA meetings, such as Board of Directors, district, and committee meetings

- Notification of social events and activities such as the coffee social, potluck, holiday events and activities, community dinners, craft fairs, and group or club events
- Notification of important communications such as HOA elections, dues increases and other such information
- Notification of scheduling of major non-emergent projects impacting multiple residents, such as street paving, and water issues.

Emergency email blasts may include (but are not limited to) the following information:

- Service outages
- Amenity closures or restrictions
- Security issues
- Other emergency or time-sensitive information, at the direction of the HOA Manager or President

### **Facebook**

The official Greentrees Village Facebook page, <https://www.facebook.com/GreentreesVillageHOA>, is a means of one-way communications to residents and promotion of Greentrees Village community to non-residents. This is a public page. No posts will allow commenting.

Administrators of the Facebook page shall be current members of the Communications Committee.

Posts to the official Facebook page may include:

- Notification of events such as potlucks, club / group meetings, and other activities
- Notification of official HOA meetings such as Board of Directors and district meetings, the annual homeowners meeting and committee meetings
- Notification of important information such as road closures, street paving, water issues, etc.
- Postings of event photos for the purpose of promoting the community to potential residents
- Other important communications
- No sensitive nor community-confidential information shall be posted

Submissions for posting to the official Facebook page should be sent to [gtvwebmaster57@gmail.com](mailto:gtvwebmaster57@gmail.com).

Requests for emergency posts should be made by phone call to the Communications Committee Chair by the HOA Manager (or designated representative) or the President.

**Addendum:**

**Summary of the Communications Decency Act of 1995, SB 314**

Communications Decency Act of 1995 - Amends the Communications Act of 1934 to prohibit the use of any telecommunications device (currently, only the telephone) by a person not disclosing his or her identity in order to annoy, abuse, threaten, or harass any person who receives such communication. Prohibits the repeated use of a telecommunications device solely for harassment purposes. Prohibits a person from allowing the use of any telecommunications facility (currently, telephone facility) in his or her control for such purposes. Increases: (1) the fine and maximum sentence for such violations; and (2) the fine for the transmission over a cable system of obscene or otherwise unprotected material.

(Sec. 4) Amends the Federal criminal code to: (1) increase the fine for broadcasting obscene, indecent, or profane language over the radio; and (2) include digital communications in a prohibition against the interception and disclosure of various forms of communications.

(Sec. 6) Prohibits a person making a toll-free telephone call from being assessed a charge for the call by being asked to connect or otherwise transfer to a pay-per-call service.

(Sec. 7) Requires a cable operator, in providing video programming unsuitable for children to any subscriber through a cable system, to fully scramble or otherwise block the video and audio portion of each channel carrying such programming to ensure that one not a subscriber to such programming does not receive it.

(Sec. 8) Allows a cable operator to refuse to transmit any portion of a public access program or leased access program which contains obscenity, indecency, or nudity.