

Springs Operating Policy No. 10 SCA Newsletter

The Association shall publish and distribute, on a recurring monthly basis. The newsletter is intended to provide information about the SCA and its operation to all owner/residents. The newsletter will be written and edited by the members of The Springs or its employees. The newsletter should contain information relevant to members who reside in single-family, zero-lot-line, condominium, and estate home properties, reflecting and respecting the diversity of the Association's membership.

In that regard:

- The name of the Springs Community Association Newsletter is to be known as "The Spring Run"
- The newsletter will be provided to the printer within ten business days of the previous months Board of Directors meeting.
- All articles and/or letters must be supplied to The Spring's Business Office by 3:00 p.m. of the Friday following the Board of Directors meeting. Articles and letters will be considered on a first come first serve basis, except when the author has had a letter published in the last three months. Submissions cannot be accepted if the property owner's account is delinquent.
- It is the policy of the newsletter to consider publishing resident's "Letters to the Board of Directors" or articles which express a responsible opinion on matters of concern to the community. An editorial committee comprised of Springs residents and only one representative of the Board of Directors, reserves the right to edit the letter, as the total editorial space is limited to one page per issue. To be considered for publication the letter, comments must include the author's printed name, address and phone number. The author's name will be printed with the "Letter". Complete copies of any edited "Letters" will be available at The Springs Business Office.
- The Board of Directors reserves the right to review and reply to any articles or letter(s). Reply must be submitted to the Board of Directors by the Tuesday following the Board of Directors meeting. The reply will be allocated the same space as the article or letter. A copy of the reply will be submitted to the author of the original article/letter and the author of the original letter has the option to withdraw his/her letter. Any further communications will be handled at the Board level at a scheduled Board of Directors meeting or by a mutually agreed upon meeting by the author and the Board of Directors.
- Committee and/or Village Reports and/or minutes, to be considered for publication, must have the name(s) of the author(s) and/or reporter(s). These reports and/or minutes must reach The Springs Business Office no later than the Monday prior to the regular scheduled S.C.A. Board of Directors meeting. All items, except for the approved minutes of any meetings, submitted are subject to review and approval without prejudice by the Newsletter Committee.
- Priority will be given to items of significance to a majority of the Association membership.
- Legitimate controversies, of interest to all residents, will be reported objectively.
- The newsletter will not be used for expressing or promoting political views or personal opinions of the Board or individual members.
- No libelous or inflammatory material shall knowingly be printed.
- The newsletter must conform to the Declaration of Covenants and Restrictions, Articles of Incorporation, Bylaws, and the established policies and procedures of The Springs Community Association, Inc. The President of the Board of Directors retains the option of final review of any publication.
- Advertisements are only accepted from legally registered residents or owners. Their name and address must appear within the advertisement.
- The Board of Directors or its agent must approve all advertising accounts.
- This operating policy is subject to review and revision by the Board of Director's.

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SCA Newsletter

Editions may contain, but are not limited to, the following:

1. The minutes of the previous month's regular and/or special meeting of the SCA Board of Directors, and meetings of the membership.
2. A calendar containing the month of the issue and the next upcoming month with all known meetings and events noted.
3. The names of the Springs Community Associations Board members, officers, indicated, and indicated Committee Chairpersons, and community volunteers.
4. Current Financial Reports
5. Current Architectural Control Committee approvals and disapprovals.
6. Women of the Springs information. Limited to one-half page.
7. Welcome Your New Neighbor, naming new property owners and their addresses quarterly. Only with the permission of the new property owners.
8. "Letters to the Board of Directors" one page maximum.
9. Local School notifications.
10. Tennis activities, as provided by the Tennis Pro or, in his/her absence, the Tennis Committee. Limited to one page.
11. Minutes of Committee meetings -- as space allows
12. Monthly Board or President's Letter
13. Information from Sub-Associations

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SCA Newsletter Advertisements

Advertisements may be placed in the Newsletter limited to space available per issue.

Advertising is restricted to SPRINGS legal property owners and record residents. All advertising space is sold on a space-available, first come / first served basis.

Ads for services (such as baby-sitting, lawn mowing, pet sitting and walking) by school age (six years to eighteen years old) children will be published free of charge with their parents written permission. This courtesy will be extended to all children of residents that continue on to higher education as long as they remain in attendance in school. The advertisements are limited to one line, will be listed by category, and will include the person's name and telephone number.

To advertise a business, the owner/residents name must appear in the ad. These advertisement must be camera ready (photo-quality 600x600 dots per inch min. Laser preferred) and paid for in advance.

Real estate advertisements may only contain residential property in the Springs.

Advertising rates are set forth in the current Springs schedule of fees.

The rate for real estate ads, defined as "For Sale by Owner" are different from the standard advertisements and limited to 1/8 of a page. For Sale by Owner may purchase larger advertisements at the standard advertisement rates.

All miscellaneous advertising ads will be priced for two published lines and an extra fee for every published line thereafter. A published line is defined as 164 characters of type including spaces and punctuation. These ads must be submitted in writing and paid in advance.

Submission date for advertisements is no later than the 15th of the month prior to publication.

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SCA Newsletter Advertisements
Addendums

Addendum A approved by the SCA Board of Directors August 15, 2001:
Local merchants shall be permitted to have a business card size advertisement (1/10 page), if purchased on an annual basis. The fees shall be the same fee charged to residents / homeowners, prorated for 1 year.

Addendum B approved by the SCA Board of Directors July 16, 2003:
Rental property advertisements are not allowed in the newsletter.

Addendum C approved by the SCA Board of Directors April 20, 2005:
The Operating Policy that is in place must be followed. The front page letter is to be written by the President and it is not to be political at all and will be about the community.