

Communications Committee  
Policies and Procedures  
Revised March 2008

I. NEWSLETTER

- a. The committee will publish a monthly newsletter, with size to be determined by budget, and by current content.
- b. No "Letters to the Editor" will be published, but any letters received will be forwarded to the appropriate committee for action. In the event that no committee seems appropriate, letters will be submitted directly to the DCCOA Board of Directors.
- c. All bills will be submitted to the DCCOA Property Manager, currently May Management, who will also issue checks to the publisher.

II. DIRECTORY

- a. The committee will publish a directory of residents, with the frequency to be determined by the DCCOA Board of Directors.
- b. Advertising will be accepted to help defray the cost of the directory.

III. SIGNBOARD

- a. The signboard will feature announcements of general interest to the community, subject to availability.
- b. Due to limited space, association, board, and committee business take priority in the event of conflicts.
- c. Because of our diverse community, the large number of holidays that celebrate specific ethnic or religious events will not be posted.
- d. Personal celebrations such as births, birthdays and anniversaries will not be posted.

IV. WELCOME

- a. The committee will strive to sponsor a personal visit to each new resident of Deercreek, during which the resident will receive a folder with useful local information, information about Deercreek organizations, and a directory. Edgewater at Deercreek will be included in these visits.

V. WEBSITE

- a. The committee will maintain a website that will contain useful information such as the DCCOA Covenants and Bylaws, forms for the ARB, forms for the various organizations within Deercreek, as well as general information about the community.

Revised June 1, 2008

