

***The Village Voice* Committee Purpose & Structure**
The Board of Trustees Must Approve Any Changes to This Document

PURPOSE:

Serves as an advisory committee to the Board of Trustees and as editorial staff for *The Village Voice*, a monthly newsletter published for the residents of Crestwood Village by the Crestwood Village Homeowners Association (HOA), assuring that all published material is reviewed, edited and approved in accordance with established Guidelines.

STRUCTURE:

Consists of seven (7) HOA members in good standing who are appointed by the Board of Trustees for staggered two-year terms beginning July 1 of the year in which they are appointed. In addition, the property manager and the administrative assistant serve as production and advertising coordinators.

Guidelines:

Only one (1) member of a family can serve on the committee at a time.

On July 1st or as soon as possible thereafter, the committee shall choose a chief editor to serve a one-year term. This name is to be submitted to the management office by July 10th.

Editorial and circulation positions shall be filled according to members' interests and abilities. Recruitment is specific for the circulation position with the understanding that the other six members comprise the editorial positions.

Should a vacancy occur, the chief editor shall recommend a replacement (HOA member) for the uncompleted term for Board of Trustees approval.

Meetings:

Meets within a few days after the 15th of each month, the specific date and time determined at each preceding meeting. Notify property management to assure date is satisfactory.

Meetings are open to all residents.

RESPONSIBILITIES OF THE COMMITTEE:

Reviews draft newsletter.

Approves/disapproves all material for appropriateness of content (see Publishing Guidelines for *The Village Voice*).

Reviews all approved material for grammar, sentence structure, spelling, capitalization and punctuation only. Content should not be changed or rewritten without the consent of the person writing the article. However, submissions may be subject for editing for space, style and clarity.

Checks calendar for completeness and accuracy. Questions should be directed to the person in charge of the event or to the Property Manager.

Reviews draft layout for consistency with established Guidelines. New or rewritten articles should not be submitted for placement in the newsletter after corrections and/or changes have already been submitted to the Property Manager.

Maintains one copy of every issue of *The Village Voice* in the permanent files of the HOA.

Collates and distributes newsletters as soon as possible after receipt from printer. This enables block captains to deliver before the first of each month.

RESPONSIBILITIES OF MANAGEMENT:

Property Manager receives all material for publication. A copy of all submitted material shall be provided to the chief editor for review prior to submission by the chief editor to the graphic designer for the first draft. Information received after the 15th of the month will be considered for the next issue.

Assistant Property Manager receives all advertisements, prepares bills and collects fees for advertising.

Property Manager provides the chief editor with a copy of any correspondence relating to the newsletter.

Arranges space for monthly meeting.

Reproduces Crestwood-related flyer enclosures as necessary. Upon approval of final copy of the monthly calendar and Activities flyer, reproduces appropriate number of copies (550 at present). When copying is complete, notifies the person in charge of circulation. Also notifies circulation of total number of inserts in the issue (from the office and from advertisers).

If an item is rejected for publication, the property manager shall relay this to the submitter, indicating the reason for rejection as stated by *The Village Voice* committee. A copy of this notice (if by email) shall be provided to the chief editor.

Arranges for printing (reproduction) and delivery.

Arranges appropriate tables and chairs in the auditorium for final newsletter assembly. Date and time are determined on a monthly basis.

Establishes advertising rates.

PUBLISHING GUIDELINES FOR *THE VILLAGE VOICE*

The Village Voice is a monthly newsletter published by the Homeowners Association (HOA) for the residents of Crestwood Village primarily to apprise residents of the actions and business of the Board of Trustees. Further, *The Village Voice* will serve to inform residents of actions of various committees and items of social and general interest to the community. *The Village Voice* is distributed to the community on or about the first of each month. Assembly, formatting and style of *The Village Voice* is the responsibility of *The Village Voice* Committee appointed by the Board of Trustees. Editing and selection of content will follow guidance of the Board of Trustees and advice of the property manager acting on behalf of the Board of Trustees.

CONTENT PRIORITY is as follows:

1. Timely matters of interest and concern related to community activities and management. When submitted, the following will be included in their entirety:
 - a. Abstract/summary of the minutes of the prior Board of Trustees meeting.
 - b. President's Corner.
 - c. Property Manager's Report.
 - d. Hospitality Committee Report.
 - e. Clubhouse Funds Committee Report.
 - f. Architectural Review Committee Report.

Editing of the above items may include proofreading, grammar, spelling, punctuation and capitalization.

2. Matters of general interest such as government issues, home maintenance, consumer matters, garden care, and brief stories on residents who have received public recognition for their volunteer work in the community. Reports of activities by organized groups in Crestwood Village, such as: arts, crafts, music, exercise, library, discussion and social activities. These reports should be restricted to three column inches or less and edited as necessary.
3. Articles of historical interest about Crestwood Village, Frederick City, Frederick County or the state of Maryland.
4. Articles by or about non-profit organizations, provided they do not constitute or imply advertising or soliciting (e.g., notes of appreciation, need for volunteers) that are approved by the Board of Trustees.

SUBMISSIONS: All items for publication in *The Village Voice* will be submitted to the Management Office no later than the 15th of each month. Any articles relating to Board events/operations should be approved by the Board Secretary or another Board member other than the author, with the exception of the President's report. All items will be signed or carry a by-line. No items will be accepted after the initial layout unless approved by the Board of Trustees. Should any published article contain a factual error or important omission, the author of said article should submit a correction in writing for publication in the following issue. The subsequent article will carry the title "Correction" and text will explain the error or proper text, including reference to the original article title and page number in the previous issue.

SCREENING of items submitted for publication will be done by the committee in accordance with the priorities stated above and the restrictions stated below. Items not fitting into one of the priorities will be considered only if space is available and if considered appropriate by the committee. Items that will NOT be published include:

1. Items critical of the Board of Trustees and/or management of Crestwood Village, to include items considered controversial, espousals of different management approaches or insinuations of malfeasance on the part of the Board of Trustees or the property management company.
2. Letters-to-the-Editor type submissions, expressing opinion.
3. Crestwood-related submissions that exceed one page of *The Village Voice*. Such submissions should be returned to the submitter for reduction, as stated below under Editing.
4. Submissions not directly related to Crestwood unless prior approval is granted by the Board of Trustees. Such submissions will be returned to the submitter.
5. A separate page enclosure unless reproduction costs are not charged to *The Village Voice*.
6. Items that might be considered "off-color" or crude.
7. Copyrighted articles without permission.
8. Items of a campaign and political nature of any level.

EDITING (e.g., modifying copy submitted to fit space and technical corrections) will be done by the committee. However, articles deemed to be in need of rewriting, as compared to proofreading, will be returned to the author for resubmission for a later issue. Re-writes will not be done by the committee. No article or other information will be included in *The Village Voice* that has not been reviewed/proofread/ approved by the committee.

LAYOUT: All pages will be double column with the occasional exception of the first page. White spaces will be kept to a minimum. Paragraphs will not be indented and

a blank line will be left between paragraphs. Graphic designs may be added to pages as appropriate at the time editorial corrections and layout corrections are made. Type for articles will be 12 pt. Arial. Headings will be 14 pt. bold all cap Arial.

Articles continued on another page will be avoided to the extent practical. *The Village Voice* will consist of no less than eight (8) and no more than twelve (12) pages, excluding pages devoted solely to advertising and special enclosures such as election information. (See NOTE below, under COST.) The header for the first page will consist of the publication name, date, volume, number, and a list of enclosures. The second page will consist of the masthead, names and titles of the Board of Trustees members and HOA staff, security hours and phone numbers, and a disclaimer with regard to advertising. This page also lists the office hours and contact names and numbers.

NON-CONTROVERSIAL PAID ADVERTISING will be accepted from both residents and businesses. However, should a resident offer a continuing service/product for a fee, such as house cleaning, handyman services, or hand-made goods, then the business rate will apply. The business rate will also apply to residents submitting advertising for any profit or non-profit organization/businesses. All submissions by commercial businesses (e.g., new local stores, farm stands) shall be considered advertising and the submitter shall be so informed before publication. All ads will be accommodated in any one issue, either by adding or cutting other material.

Advertisers are entitled to one free copy of the page of *The Village Voice* issue in which their ad appears.

DISTRIBUTION: Community volunteers (block captains) distribute one free copy of *The Village Voice* to each residence on or about the first of every month. If available, additional copies of *The Village Voice* may be obtained from the Management Office. *The Village Voice* is available online at www.crestwoodvlg.net.

COST: The Board of Trustees establishes an annual budget for *The Village Voice*. Although the cost to produce each monthly issue may vary somewhat from 1/12th of the annual budget, there remains the objective to stay within the budget.

ADDITIONAL GUIDELINES

GENERAL AUTHOR GUIDELINES: When submitting an article for publication in *The Village Voice*:

1. If possible, type the article in Microsoft Word. The best case scenario is to attach the document to an email, sending it to the property manager with the issue month and Village Voice in the subject line (e.g., November Village Voice). A handwritten article can also be left in *The Village Voice* mailbox located in the outer office.

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2. It is not necessary to put the article in column format.
3. Write in complete sentences.
4. Spell out all abbreviations, such as November for Nov. or Street for St., etc.
5. Include the author's name (and phone number if appropriate) at the end of the article. If you are submitting something written by someone else, your author line should say "Submitted by [insert your name]" and include information on where the article came from, i.e., its source.
6. If you are writing on behalf of a group, include the name of the group after your name as author. If you have a position within that group, please also include that, e.g., President, BOT.

(Issued by *The Village Voice* Committee – October 2014)

VILLAGE TIDBITS:

In general, articles pertaining to individuals in the community are limited, per the guidelines on page 1, to "brief stories on residents who have received public recognition for their volunteer work in the community." Community, in this context, has always been interpreted as the Frederick community, not that of the Village. To provide a venue for recognition of individuals within the Village, the Village Tidbits format was created. Complete articles on individuals are limited to the passing/departure of past Board presidents and the Pioneers.

(Summary of policy conveyed on April 8, 2014)

GOT INFO?:

While the primary focus of the newsletter is information about the Village and its business, there are subjects that focus on the community in a larger sense, for example, enjoyment of the local area's offerings. If you are submitting an informational or educational article in this or a related area, please assure that your information is accurate and, if applicable, include a source for your information.

Effective April 15, 2014, *The Village Voice* will no longer accept material whose source is simply an e-mail. This refers to those e-mails that are forwarded with no source/backup reference for the material contained in the e-mail. These e-mails often relate a generic/anonymous tale of a situation that prompts someone to feel the information/idea/moral contained in the story needs to be sent out to friends and family. The committee also will not entertain articles in the health care field as they relate to specific conditions. As always, readers are encouraged to consult their personal health care professionals for questions related to their health and well-being.

(*The Village Voice* Committee – May 2014; June 2014)

VILLAGE VOICE SUBMISSIONS:

If a Village resident has an item of interest or concern that is applicable to the Village as a whole and that deals with a policy, rule, regulation, contracted service or similar category, please contact either the property manager or a member of the Board for further action. If the issue needs to be addressed in the newsletter, then they will submit an appropriate article for publication.

(The Village Voice Committee – December 2014)