

# Communications Committee GUIDELINES FOR POSTING NOTICES

**The Communications Committee of the Castle Pines Homes Association has adopted the following guidelines for posting informational notices to Castle Pines Village residents. The Communications Committee reserves the right to amend these guidelines as necessary, and subject to final approval by the CPHA Board of Directors.**

**The CPHA has several communication vehicles that are distributed exclusively to Castle Pines Village Residents (see privacy notice below):**

1. The Village Reporter: bi-monthly newsletter
2. The Village Weekly, E-Blast: weekly email newsletter
3. Village TV: weekly updated, scrolling news channel
4. Village Website: weekly updated, online website
5. Gate Signs: weekly updated, posted in sign box at the gates

<b>Acceptable Notices</b>	<b>What Cannot Be Posted</b>
Notices originating from the CPHA administration office, CPHA Board of Directors, Emergency Services, CPHA Committees, Groups & Clubs, CP Metro District, Fire Department, DO CO Sheriff, CP Country Club; Government & Public Information Notices and Cultural-Arts-Community Events at the discretion of the CPHA Communication's Committee & Board of Directors.	Notices of advertisement for commercial, non-profit or other business ventures. Fundraisers or Charitable Events. Garage Sale or personal "for-sale" postings. Employment or "Want-Ads". Other notices may be excluded from posting at the discretion of the CPHA Communication's Committee and Board of Directors.

## **How to Post a Notice:**

1. All requests must be submitted in writing
2. Provide complete details! Include the "who, what, where, and when" of the event. Don't forget to include the start and end date and/or time.
3. Include a contact name, phone and email of the person submitting the notice
4. Submit your request to the Homes Association by fax (303.814.1563) or by email to [admin@castlepinesvillage.org](mailto:admin@castlepinesvillage.org) or dropped off to Lisa Goodwin at the CPHA office, 688 W. Happy Canyon Road

**Duration & Qualification of Notices:**

1. Notices are limited to 21 days maximum (some exceptions may occur).
2. Notices may be pulled earlier due to space constraints or due to preemptive breaking news.
3. All notices are subject to editing due to space limitations and content may be modified.

**DEADLINES:**

	<b>Deadline</b>	<b>When Posted</b>
<b>Village Reporter</b>	See VR Calendar for Deadlines (available on the CPV web site)	See VR Calendar for publication dates (available on the CPV web site)
<b>Village Weekly E-blast</b>	Wednesday 5 pm	Friday (same week)
<b>Village TV</b>	Wednesday 5 pm	Wednesday (following week)
<b>Village Website</b>	Wednesday 5 pm	Wednesday (following week)
<b>Gate Signs*</b>	None	Within 3 working business days

*\*Gate signs must be reserved in advance see additional information below*

**Privacy Notice:**

The CPHA will not release any resident contact information to any source outside of the Homes Association Office. The email newsletter is sent out BCC. The VR printed newsletter is sent only to resident addresses on file with the Homes Association. Village TV can be viewed on Comcast Channel 22 and is broadcast only to homes in CPV. The CPV website has a resident log-in on the home page to view a password protected area that includes archived Village Reporter Newsletters & archived Village Weekly E-blast newsletters.

	<b>Frequency, Distribution Method &amp; Publication Mode</b>	<b>Conditions &amp; Requirements for Notices</b>
<b>Village TV</b>	<ul style="list-style-type: none"> <li>• Updated Weekly</li> <li>• Comcast (proprietary) Channel 22</li> <li>• Scrolling PowerPoint Presentation published by the CPHA Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</li> <li>• The Emergency Notification System will preempt and take precedence over all notices.</li> <li>• Space limitations may require content to be edited and/or modified.</li> </ul>

	<b>Frequency, Distribution Method &amp; Publication Mode</b>	<b>Conditions &amp; Requirements for Notices</b>
<b>Gate Signs</b>	<ul style="list-style-type: none"> <li>• Ongoing, updates posted as requested; Sign Boxes at Gates 1, 2, 3, 4 &amp; 5</li> <li>• Gate Officers &amp; CPHA Staff to Distribute/Post</li> <li>• Produced by CPHA or Communications Staff.</li> </ul>	<ul style="list-style-type: none"> <li>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</li> <li>• Gate signs are for the sole use of the Castle Pines Homes Association (CPHA), its members and the Castle Pines Metro District (Metro). No outside group may post a sign at any time without prior consent. Gate signs are not for personal use.</li> <li>• Gate sign box space must be reserved in advance by contacting the Homes Association office; please allow for at least a 2 week notice to reserve your requested posting dates. Space is reserved on a first-come, first-serve basis.</li> <li>• Limit text and use the largest font-size possible for visibility. Color is encouraged for grabbing attention and the signs shall be tasteful.</li> <li>• In the event that two events occur simultaneously, the sign box may be shared or stand-alone signs may be posted near the gates. Contact the CPHA Administrator for more information on posting stand-alone signs.</li> <li>• An emergency notice will preempt and take precedence over all notices.</li> <li>• The CPHA will print a color sign in-house. Please send a pdf by email to <a href="mailto:admin@castlepinesvillage.org">admin@castlepinesvillage.org</a> no less than 3 working business days prior to the first date of posting. Signs that created by the CPHA/Communications Committee require a minimum <b>two-week lead time</b> prior to posting.</li> <li>• Signs will be removed not more than one day after a posted event expires.</li> <li>• The signs must be adhered to the signboard by tape or another removable method.</li> <li>• Gate Sign boxes are the responsibility of the Communications Committee and shall be maintained on a semi-annual basis and cleaned regularly.</li> <li>• Standard “CPV” sign to remain in place when there is no special posting</li> </ul>

	<b>Frequency, Distribution Method &amp; Publication Mode</b>	<b>Conditions &amp; Requirements for Notices</b>
<b>CPV Website</b>	<ul style="list-style-type: none"> <li>• Updated Weekly</li> <li>• CPV Website at www.castlepinesvillage.org</li> <li>• Published to the web by the CPHA Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</li> <li>• The Emergency Notification System will preempt and take precedence over all notices.</li> <li>• Committees are responsible for their section of the site and for notifying administration by email of any changes or updates.</li> <li>• Dated notices will run a maximum duration of 2 weeks. Non-dated notices will run a maximum of 21 days (some exceptions may occur)</li> </ul>
<b>Village Weekly Email Blast</b>	<ul style="list-style-type: none"> <li>• Updated Weekly</li> <li>• Email sent BCC to resident subscribers only.</li> <li>• Published in HTML format by the CPHA Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</li> <li>• The Emergency Notification System will preempt and take precedence over all notices.</li> <li>• Space limitations may require content to be edited and/or modified.</li> <li>• Dated notices will run a maximum duration of 2 weeks. Non-dated notices will run a maximum of 21 days (some exceptions may occur).</li> </ul>
<b>Newsletter (Bi-Monthly)</b>	<ul style="list-style-type: none"> <li>• Bi-Monthly Publication</li> <li>• Distributed through Bulk Rate Mail Service to mailing addresses on file with the CPHA.</li> <li>• Published by the VR Staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy deadlines will be posted in every edition</li> <li>• The Committee News Section will be limited to approximately 150 words with only one (1) submission per committee allowed.</li> <li>• All other articles should be limited to + or - 300 words.</li> <li>• Insert Policy: all inserts to the VR are generated by CPHA, Metro or CPHA Committees. Limited to one per edition and must be approved by the CPHA or Metro.</li> <li>• The Village Reporter staff and editor reserve the right to edit any submitted article.</li> <li>• Any submission should be timely; submitted by the deadline AND relevant to the time of year the newsletter will be delivered. (Seasonally appropriate.)</li> <li>• Policy Statement: The VR will follow editorial guidelines and content guidelines currently in place to present fair &amp; balanced community news. The VR is a High quality, newsletter focused on news specific to CPV residents – that they would have a hard time finding elsewhere.</li> <li>• All content must be reviewed by the Homes Association or Metro District prior to print</li> </ul>

	<b>Frequency, Distribution Method &amp; Publication Mode</b>	<b>Conditions &amp; Requirements for Notices</b>
		<ul style="list-style-type: none"> <li>• Submit copy, questions and comments to: CPVreporter@msn.com</li> </ul>

### **Usage of the CPHA trademarked Logo**

- For all projects utilizing the HA logo, artwork must be submitted to the Homes Association for approval by the Communications Committee prior to printing/production.
- Submissions for approval should be no later than 2 weeks in advance of usage date
- Permission granted is for a one-time use only
- Contact the CPHA office for the logo usage guidelines which includes color pantones and other options.
- Electronic files of the logo are available from the HA office. The HA reserves the right to approve, deny, revise or amend any submission requesting use of the trademarked logo.

*A motion was made on April 9, 2009 to approve the Communications Guidelines. d unanimously approved by the Village Communications Committee.*