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1. **Purpose** - To establish the policy for the use of GMFHOA Newsletter..
2. **Scope** - This policy applies to preparation, contents and distribution of the GMFHOA Newsletter
3. **Definitions** - Unless otherwise defined, the words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.
4. **Applicable References**
 - 4.1. GMFHOA Website, www.gmfhoa.org.
 - 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions.
 - 4.3. GMFHOA By-Laws
5. **Policy**
 - 5.1. A GMFHOA newsletter shall be prepared and distributed to all owners and residents at least semi-annually.
 - 5.2. The Board of Directors (BOD) or their designated representative prepares and distributes the newsletter.
 - 5.3. Electronic technology may be used to distribute the newsletter (e.g., email, website).
 - 5.4. Newsletter contents shall be limited to information of particular importance or community interest to the HOA and its members, non-owner residents, and/or family members.
 - 5.5. Noteworthy achievements by GMF community members may be recognized as appropriate in the newsletter.
 - 5.6. The BOD, or designated officer, may determine what is particularly important, interesting, and/or noteworthy to the GMF community.
 - 5.7. No commercial advertisements or editorials shall be contained in the newsletter.
6. **Administration** – GMFHOA Board of Directors. The Board may revise this policy whenever necessary. This policy is established in accordance with the GMFHOA By-Laws, Article VII, Section 1.f.