

NEWSLETTER PUBLICATION STANDARDS

Purpose and Scope

The Queen's Landing Council of Unit Owners, INC. (QL CUO) Board of Directors (BOD) is committed to following all applicable governing documents, laws, and regulations. The purpose of this document is to publish the standards for the publication of the community newsletter. This document will address a variety of issues, including the requirements that all written pieces must comply with in order to be published in the community newsletter. These standards govern the community newsletter, or any other type of community correspondence as determined by the BOD.

1. Standards

1.1. Contents

All newsletter submissions are prohibited from containing any of the following:

- Defamatory Language
- Obscene, inaccurate, misleading, false or mean-spirited material or material that is outside the scope and intent of the newsletter as determined by the board of directors or newsletter committee; submissions containing the aforementioned will not be included in the newsletter.
- References to any current, past, or potential QL CUO Homeowner or Resident, or their respective businesses/employer, by name or inference, without written approval from that individual or business.
- Congratulatory notes are exempted from this requirement; however, any individual has the ability to opt-out in every circumstance.

1.2. Formatting

All newsletter submissions must follow the following formatting guidelines:

- No colors
- No misuse/overuse of punctuation
- Sparing use of bold, italicized, or underlined information
- The entire article should be in the same font and font size

1.3. Publishing Process

1.3.1. What may be modified

The following may be modified in all submissions without notice:

- Font Type
- Font Size
- Font Color
- Spacing
- Margins
- Any type of formatting that relates to the publication of a newsletter

1.3.2. What may not be modified

The meaning of all content will never be modified without the author's written consent.

1.3.3. Grammatical and Spelling Errors

All articles may be edited for grammatical and spelling errors unless the author makes a written request at the time of submission otherwise. The following applies to these types of requests:

- This request must occur at the time of each submission.
- In the event a grammatical and/or spelling errors are found, the article may be deferred until the next newsletter

1.4. Editorials

All homeowner's are permitted to submit editorials for publication in the newsletter. The following applies to editorials:

1.4.1. Length

All editorial submissions must be 350 words or less

1.4.2. Submission Date and Notice

All editorial submissions must be received by the specified due date; all authors that have expressed interest in writing an editorial will receive 10 days' notice of the deadline. In the event of an urgent publication the BOD may request an author waive that notice requirement; if the author does not agree to waive that deadline their submission may be included in a supplemental publication.

1.4.3. Accuracy

In the event that factually inaccurate information is present in the submission, the author will be notified and will have 3 days to respond to such notice by supplying documents support for their submission or correcting the inaccurate information. In the event that an author decides not to amend the inaccuracies or supply support for their submission, the article may not be published or may be handled as a 'point-counter-point' article, and a response may be written pointing out the inaccuracies.

1.5. Publication of Official Business

The following individuals may write non-editorial articles in their official capacity:

- Officers of the Board
- Employees of QL CUO
- Employees of the QL CUO Management Company
- Committee members writing on behalf of a committee
- Any other individual/business as requested by the BOD.

These submissions may be reviewed and modified by the BOD or newsletter committee since they are official communication on behalf of the BOD.

Non-editorial articles by the above-identified individuals in their official capacity are not subject to the 350 word limitation.