

Symphony Village Communications Guidelines

The Symphony Village Website (which includes the Home Page, *Libretto*, and other webpages) and HOA Email Messages (eBlasts) are the two primary methods of communicating information within Symphony Village. The following are guidelines for appropriate and unacceptable uses:

(1) SV Website notices/articles:

- Social and charity events.
- Last minute changes for meetings or community programs.
- Lost or found items (not pets).
- Entertainment events, especially those that feature SV residents.
- Newsy items of interest to Residents.

(2) HOA Email Messages:

- Items related to the governance of the HOA.
- Announcements for Board and Committee Meetings.
- Items with a sense of urgency (e.g., lost pet).
- Items about SV social/fundraising events.
- Announcements of *Libretto* availability.
- Announcements of important SV Website changes.
- Items of importance to all residents (e.g., mowing/irrigation).
- Items of imminent danger to the community.
- Items related to the death of a resident.

Examples of emails that are unacceptable as HOA Email Messages:

- Announcements or information about personal events.
- Announcements or information of a political nature.
- Advertisements: residents or otherwise.

The following are authorized to send HOA Email Messages:

Rebecca Wagner, General Manager
Julia Neph, Assistant General Manager
Bill Ridgway, Webczar