

## THE ESTUARY NEWSLETTER

The spirit committee is one of three standing committees within the community standards. Its role is to assist the board with communications through a newsletter and/or our website. “The purpose of this committee is to foster a sense of community within The Estuary by planning community wide events and programs such as community garage sales, community beautification day, and community crime watch program.” Therefore, the newsletter is generally a quarterly publication, produced electronically and in hardcopy for those that don't have access to the electronic version. The intent is to distribute information and foster a positive sense of community within the households and boundaries of The Estuary. It is a reflection of who we are, what we do, and what we are planning for the coming weeks.

The spirit committee, approximately a month before planned publication, will invite other committees, the Board of Directors and the management company to contribute articles if they wish. Articles will be between one and two paragraphs long and will consume no more than 1/3 of a standard 8.5 by 11 sheet of paper.

The spirit committee will organize the information into a visually pleasing form and a logical sequence based both upon importance and spacing. Once the newsletter is composed, the Spirit Committee will disseminate it for additional comments to Spirit Committee members, then to the Board of Directors and management company. Once comments have been received, the Spirit Committee will incorporate those comments and, whichever is appropriate, restaff the paperwork to the board or publish the newsletter.

Since the newsletter does reflect the community and is published and available beyond the boundaries of our community, the spirit committee may remove any clearly derogatory information and apprise the board of that action. Further, the board may choose to remove other information that clearly does not depict the excellence of our community.

The newsletter will be printed in hard copy only for those who cannot receive it electronically. Several more copies will be printed for welcome baskets. The number is usually 25. Once the printed copies are returned, the newsletter will be distributed. The hard copies will be hand carried to what is currently less than 10 people. A notice will be put on Facebook for a link to the website, and those wishing to receive notice by email will receive their link to the Newsletter.

Approved April 21, 2022 BOD