

# Auburndale Newsletter Guidelines

April 2023

Purpose: To more effectively communicate events/activities and information to the Auburndale Neighborhood.

- I. Submission Deadlines
  - A. 15<sup>th</sup> of the month preceding the newsletter
  - B. All submissions must be either in word (for paragraph articles) or in PDF/JPEG for pictures and flyers.
  - C. Maximum length of 200 words
- II. Dates of Publication
  - A. Bi-monthly beginning June 1, 2023
  - B. Note: If no submissions are received, then no publication will occur.
- III. What Events
  - A. Auburndale Neighborhood events only
  - B. Examples: Mom groups, garage sales, socials, landscaping ideas, HOA board news
  - C. Exception to Neighborhood Rule: If the HOA Board sets an event that includes another neighborhood, that notice will be included also. Example: Combined social with the Quarry, Neighborhood Night Out
  - D. Lost/Found section TBD
  - E. Rule of the Month/Suggestion of the Month (must be approved by the HOA Board first)
  - F. Homeowner Tips of the Month
  - G. Cartoons (if approved by editor/HOA)
  - H. Other events as deemed appropriate by the HOA Board

Note: The submission should be substantially ready to publish. The editor of the newsletter reserves the right to edit submissions to fit the length or to more clearly communicate the event. Submissions after the 15<sup>th</sup> of the month will appear in the next newsletter if appropriate. The Newsletter must be approved by the HOA Board of Directors before publication.

Articles can be emailed to Virginia Laird at [vlaird2017@gmail.com](mailto:vlaird2017@gmail.com)