Communications Committee
GUIDELINES FOR POSTING NOTICES

The Communications Committee of the Castle Pines Homes Association has adopted the following guidelines for posting informational notices to the Village at Castle Pines residents. The Communications Committee reserves the right to amend these guidelines as necessary, and subject to final approval by the CPHA Board of Directors.

The CPHA has several communication vehicles that are distributed exclusively to Village at Castle Pines Residents (see privacy notice below):
1. The Village Reporter: bi-monthly newsletter
2. The Village Weekly, E-Blast: weekly email newsletter
3. Village TV: weekly updated, scrolling news channel
4. Village Website: weekly updated, online website
5. Gate Signs: weekly updated, posted in sign box at the gates

<table>
<thead>
<tr>
<th>Acceptable Notices</th>
<th>What Cannot Be Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices originating from the CPHA administration office, CPHA Board of Directors, Emergency Services, CPHA Committees, Groups &amp; Clubs, CP Metro District, Fire Department, Douglas County Sheriff, CP Country Club; Government &amp; Public Information Notices and Cultural-Arts-Community Events at the discretion of the CPHA Communication's Committee &amp; Board of Directors.</td>
<td>Notices of advertisement for commercial, non-profit or other business ventures. Fundraisers or Charitable Events. Garage Sale or personal &quot;for-sale&quot; postings. Employment or &quot;Want-Ads&quot;. Other notices may be excluded from posting at the discretion of the CPHA Communication's Committee and Board of Directors.</td>
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</tbody>
</table>

How to Post a Notice:
1. All requests must be submitted in writing
2. Provide complete details! Include the "who, what, where, and when" of the event. Don't forget to include the start and end date and/or time.
3. Include a contact name, phone and email of the person submitting the notice
4. Submit your request to the Homes Association by fax (303.814.1563) or by email to admin@thevillagecastlepines.com or dropped off to Lisa Goodwin at the CPHA office, 688 W. Happy Canyon Road

Last Updated: 10/11/2018
Duration & Qualification of Notices:
1. Notices are limited to 21 days maximum (some exceptions may occur).
2. Notices may be pulled earlier due to space constraints or due to preemptive breaking news as determined by the CPHA.
3. All notices are subject to editing due to space limitations and content may be modified.

DEADLINES:

<table>
<thead>
<tr>
<th></th>
<th>Deadline</th>
<th>When Posted</th>
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<tbody>
<tr>
<td>Village Reporter</td>
<td>See VR Calendar for</td>
<td>See VR Calendar for publication dates</td>
</tr>
<tr>
<td></td>
<td>Deadlines (available on the CPV website)</td>
<td>(available on the CPV website)</td>
</tr>
<tr>
<td>Village Weekly</td>
<td>Wednesday 5 pm</td>
<td>Friday (same week)</td>
</tr>
<tr>
<td>E-blast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village TV</td>
<td>Wednesday 5 pm</td>
<td>Wednesday (following week)</td>
</tr>
<tr>
<td>Village Website</td>
<td>Wednesday 5 pm</td>
<td>Wednesday (following week)</td>
</tr>
<tr>
<td>Gate Signs*</td>
<td>None</td>
<td>Within 3 working business days</td>
</tr>
</tbody>
</table>

*Gate signs must be reserved in advance see additional information below

Privacy Notice:

The CPHA will not release any resident contact information to any source outside of the Homes Association Office. The email newsletter is sent out “Blind Courtesy Copy” (BCC). The VR printed newsletter is sent only to resident addresses on file with the Homes Association. Village TV can be viewed on Comcast Channel 22 and is broadcast only to homes in CPV. The CPV website has a resident log-in on the home page to view a password protected area that includes archived Village Reporter Newsletters & archived Village Weekly E-blast newsletters.

Notices of upcoming CPHA-funded events and activities will be posted exclusively on CPHA communications vehicles. CPHA permission is required by the General Manager of the Homes Association for any professional/commercial filming or photography on CPHA-owned property or at CPHA-funded events/activities.
<table>
<thead>
<tr>
<th>Frequency, Distribution Method &amp; Publication Mode</th>
<th>Conditions &amp; Requirements for Notices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Village TV</strong></td>
<td>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</td>
</tr>
<tr>
<td>• Updated Weekly</td>
<td>• The Emergency Notification System will preempt and take precedence over all notices.</td>
</tr>
<tr>
<td>• Comcast (proprietary) Channel 22</td>
<td>• Space limitations may require content to be edited and/or modified.</td>
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<tr>
<td>• Scrolling PowerPoint Presentation published by the CPHA Administrator</td>
<td></td>
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<tr>
<td><strong>Gate Signs</strong></td>
<td>• All requests must be submitted in writing to the HA by the deadline corresponding to the desired posting date.</td>
</tr>
<tr>
<td>• Ongoing, updates posted as requested; Sign Boxes at Gates 1, 2, 3, 4 &amp; 5</td>
<td>• Gate signs are for the sole use of the Castle Pines Homes Association (CPHA), its members and the Castle Pines Metro District (Metro).</td>
</tr>
<tr>
<td>• Gate Officers &amp; CPHA Staff to Distribute/Post</td>
<td>• Gate sign box space must be reserved in advance by contacting the Homes Association office; please allow for at least a 2 week notice to reserve your requested posting dates. Space is reserved on a first-come, first-serve basis.</td>
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<tr>
<td>• Produced by CPHA or Communications Staff.</td>
<td>• Limit text and use the largest font-size possible for visibility. Color is encouraged for grabbing attention and the signs shall be tasteful.</td>
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<td></td>
<td>• In the event that two events occur simultaneously, the sign box may be shared or stand-alone signs may be posted near the gates. Contact the CPHA Administrator for more information on posting stand-alone signs.</td>
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<td></td>
<td>• An emergency notice will preempt and take precedence over all notices.</td>
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<tr>
<td></td>
<td>• The CPHA will print a color sign in-house. Please send a pdf by email to <a href="mailto:admin@thevillagecastlepines.com">admin@thevillagecastlepines.com</a> no less than 3 working business days prior to the first date of posting. Signs that are created by the CPHA/Communications Committee require a minimum <strong>two-week lead time</strong> prior to posting.</td>
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<td></td>
<td>• Signs will be removed not more than one day after a posted event expires.</td>
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<td></td>
<td>• The signs must be adhered to the signboard by tape or another removable method.</td>
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<td></td>
<td>• Gate Sign boxes are the responsibility of the Communications Committee and shall be maintained on a semi-annual basis and cleaned regularly.</td>
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<td></td>
<td>• Standard “Village” sign to remain in place when there is no special posting.</td>
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<td>Frequency, Distribution Method &amp; Publication Mode</td>
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<tr>
<td><strong>CPV Website</strong></td>
<td>• Updated Weekly</td>
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<td></td>
<td>• CPV Website at <a href="http://www.thevillagecastlepines.com">www.thevillagecastlepines.com</a></td>
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<td></td>
<td>• Published to the web by the CPHA Administrator</td>
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<tr>
<td><strong>Village Weekly Email Blast</strong></td>
<td>• Updated Weekly</td>
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<td></td>
<td>• Email sent BCC to resident subscribers only.</td>
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<td></td>
<td>• Published in HTML format by the CPHA Administrator</td>
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<tr>
<td><strong>Newsletter (Bi-Monthly)</strong></td>
<td>• Bi-Monthly Publication</td>
</tr>
<tr>
<td></td>
<td>• Distributed through Bulk Rate Mail Service to mailing addresses on file with the CPHA.</td>
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<tr>
<td></td>
<td>• Published by the VR Staff.</td>
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Usage of the CPHA trademarked Logo

- For all projects utilizing the HA logo, artwork must be submitted to the Homes Association for approval by the Communications Committee prior to printing/production.
- Submissions for approval should be no later than 2 weeks in advance of usage date
- Permission granted is for a one-time use only
- Contact the CPHA office for the logo usage guidelines which includes color pantones and other options.
- Electronic files of the logo are available from the HA office. The HA reserves the right to approve, deny, revise or amend any submission requesting use of the trademarked logo.

Any questions/clarifications pertaining to these guidelines shall be directed to the CPHA General Manager for clarification or resolution.

A motion was made on March 26, 2015 to approve the Communications Guidelines. Unanimously approved by the Castle Pines Homes Association.