

Village Communications Committee

Guidelines for Posting Notices

Approved by the CPHA Board of Directors September 28, 2023

The Communications Committee of the Castle Pines Homes Association (CPHA) has adopted the following guidelines for posting informational notices to Village residents.

Communication Vehicles:

CPHA uses several communication vehicles to distribute notices exclusively to Village residents:

- *Village Reporter*: Bi-monthly printed newsletter published by CPHA and Castle Pines Metropolitan District.
- *Village Weekly Email*: Weekly email newsletter published by CPHA.
- *Village Website*: Maintained by CPHA and updated regularly.
- *Gate Signs*: Posted in sign boxes at Gates 1 – 5 maintained by CPHA.

Acceptable Content:

The chart below lists examples of content that the CPHA will consider for publication. The examples below are illustrative and are not intended to be all-inclusive.

| Acceptable Content | Unacceptable Content |
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| <ul style="list-style-type: none">• Notices originating from<ul style="list-style-type: none">– CPHA administration office– CPHA Board of Directors– Emergency Services– CPHA Committees• Notices affecting or of interest to the Village community as a whole originating from<ul style="list-style-type: none">– Castle Pines Metropolitan District– South Metro Fire Rescue– Douglas County Sheriff's Office– Country Club at Castle Pines– Castle Pines Golf Club– Village Shops• Government and public information• Cultural arts and community events information | <ul style="list-style-type: none">• Advertisements for commercial, non-profit, or other business ventures• Items for sale or rent• Fundraisers or charitable events notices• Employment or "want-ads"• Personal messages• Political events or messages• Opinion or editorial messages |

How to Post a Notice:

1. Submit your request in writing to the CPHA at 688 W. Happy Canyon Road, by email to admin@thevillagecastlepines.com, or by fax to 303.814.1563.
2. Provide complete details. If an event, include the who, what, where, and when.
3. Include a contact name, phone and email for the person submitting the request.

Publication Deadlines:

| | Deadline | When Published |
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| Village Reporter | Third Wednesday of the month prior to publication | Every other month beginning in February |
| Village Weekly Email | Wednesday, 5:00 pm | Friday (same week) |
| Village Website | Wednesday, 5:00 pm | Wednesday (following week) |
| Gate Signs* | Two days before posting | Within three business days |

**Gate signs must be reserved in advance, see General Conditions below.*

General Conditions and Requirements for Notices:

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| Village Reporter | <ul style="list-style-type: none">• Sent only to resident addresses on file with CPHA.• The submission should be relevant to the time of year the edition will be delivered.• Inserts are limited to one per edition and must be approved by CPHA or Castle Pines Metropolitan District, as applicable. |
| Village Weekly Email | <ul style="list-style-type: none">• Dated notices will generally run a maximum duration of two weeks.• Non-dated notices will generally run a maximum of three weeks. |
| Village Website | <ul style="list-style-type: none">• Committees are responsible for their section of the website and for notifying the CPHA Administrator by email of any changes or updates.• Dated notices will generally run a maximum duration of two weeks.• Non-dated notices will generally run a maximum duration of 21 days. |

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| <p>Gate Signs</p> | <ul style="list-style-type: none"> • Gate signs are for the sole use of CPHA and Castle Pines Metropolitan District. All signs posted must be approved by the CPHA. • Gate sign box space must be reserved in advance by contacting the CPHA office. Please reserve at least two weeks before your requested posting date. Space is reserved on a first-come, first-served basis. • The message must be brief and limited to four lines. • Each gate box can accommodate two gate signs. Additional gate signs outside the gate box must be approved by the CPHA General Manager. • Notices will generally be posted for up to seven days. • Notices for an event will be removed after the event occurs. |
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General Information:

1. Unless otherwise mandated by the CPHA Board of Directors and notwithstanding anything to the contrary in these Guidelines, the CPHA reserves the right in its sole discretion to:
 - Determine whether or not a notice will be published.
 - Determine how, where, and for how long a notice will be published.
 - Edit or modify a notice (notices are subject to editing due to space limitations and other considerations).
 - Remove or limit the publication duration of a notice.
2. CPHA does not release resident contact information.
3. Notices of upcoming CPHA-funded events and activities will be posted exclusively on CPHA communication vehicles.
4. Emergency notices will preempt other content as needed.
5. Professional or commercial filming or photography on CPHA property or at CPHA-funded events or activities must receive prior approval from the CPHA General Manager.
6. The Communications Committee may modify these Guidelines with approval from the CPHA Board of Directors.