

**CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION
WAPITI BUGLE PUBLICATION POLICY
November 16, 2013**

1. The Wapiti Bugle is an independent, impartial publication and will not serve any special interest group.
2. The Wapiti Bugle's Committee and any individuals contributing articles to the newsletter will make every effort to be factual, accurate, thorough and informative.
3. The Wapiti Bugle's Committee and any individuals contributing articles to the newsletter will refrain from expressing personal opinions in news articles.
4. The Wapiti Bugle will be a positive publication and will not be a vehicle for personal attacks, charges affecting anyone's reputation or moral character or any other negative form of journalism.
5. Should matters of health and/or safety require reference to a property owner that may cast that property owner in a negative light, that property owner will not be identified in any way that would provide positive identification.
6. The Wapiti Bugle will continue to follow the policy of not accepting letters to the editor.
7. If the newsletter has a column concerning property owners' questions, concerns and comments, property owners may write to the newsletter or Board with their concerns. Answers will be obtained from an appropriate source and the concern and response could be published in this column. Correspondence requiring action must be signed.
8. The Wapiti Bugle's Committee understands that editing consists of changes in sentence structure, grammar, punctuation, etc., and will refrain from changing the content of a contributor's article.
9. Should any content revision be deemed necessary to a contributor's article, the committee shall make every effort to contact the contributor for his/her authorization of the changes prior to publication.
10. The Wapiti Bugle's Committee will meet regularly to assign articles, discuss layout and edit each issue.
11. All articles for publication must be submitted by the deadline published in the previous month's publication.
12. Any property owner(s) desiring to offer a compliment or a criticism to the newsletter committee, the office personnel, or the Board(s) shall be able to do so verbally or in writing and the compliment or criticism will be communicated to the appropriate persons in a timely manner.

13. The Wapiti Bugle Committee provides a communication medium between the CL Boards, CL Staff, CL Committees and the CL Property Owners. If the Road and Recreation Board and the Water and Sewer Board want information or decisions made at their meetings published, that information should be submitted to the Bugle Committee in writing.
14. Whenever possible the committee will edit a wordy article and make it more concise, removing unnecessary prepositional phrases. After editing, the committee always sends a copy back to the article's author for their approval.
15. The Wapiti Bugle does not accept unsigned articles.
16. The Wapiti Bugle Committee retains the right to determine which articles, except for the Boards' and Management's communications, will be included in the Wapiti Bugle. If an article does meet the criteria for acceptance, but there is not sufficient room to publish that article, every effort will be made to include that article in the next publication.
17. All advertising must be paid for prior to the publication of that ad.
18. Inclusion of advertising is limited to space only and to meet the Wapiti Bugle's priorities. The Wapiti Bugle will continue to maintain a balance between communicating and entertaining Crystal Lakes' property owners and providing space for appropriate advertisers. This may mean that if there is not sufficient space for a new advertiser, that advertiser will be placed on a waiting list.
19. The Wapiti Bugle does not provide space for classified and personal ads.
20. Advertising is to be of service to the Crystal Lakes' community, is to be reasonably priced and is not intended to pay the total publication costs.
21. Except for the July/August issue, which the committee changes to include the Annual Fishing Derbies, the committee adheres to the deadlines to maintain a cost-efficient relationship with the printer and to publish/mail newsletters before the Board Meetings.
22. The Wapiti Bugle Committee will adhere to the "Code of Conduct" contained in the Committee Charter.
23. The Wapiti Bugle will continue to add necessary policies as voted and approved by the Bugle's Committee.
24. Art work or any other contributions to the Wapiti Bugle will be acknowledged.

CERTIFICATION

The undersigned, being the duly elected and acting Secretary of the Crystal Lakes Road and Recreation Association (the “Association”) certifies that the foregoing Policy was approved by the vote of at least a majority of the Association’s Directors at a meeting of the Association’s Board of Directors held on November 16, 2013.

CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION:

12/19/2013	Barbara J. Groves	//Signed//
_____	_____	_____
Date	Print Name	Signature