

# OCEAN CONDOMINIUM ASSOCIATION

## Policy # 12, 1999

SUBJECT: Newsletters

1. Newsletters will be the formal means of communication between the Board of Directors, Management, and owners of Ocean High. The President may appoint a Newsletter Chairman who will coordinate all activity required to prepare and publish the Newsletter.

2. Frequency. Newsletters will be distributed at least four (4) times during the fiscal year: Spring (April), Summer (July), Fall (October), and Winter (January).

3. Input. Unit owners may send written material to the attention of the President to be included in the Newsletter. Unit owners will be advised at each annual meeting that such provision has been adopted in accordance with Maryland Condominium Homeowner Association law.

4. Content. The Newsletter will contain information which is deemed important to owners such as updates on the accomplishments of Management and/or the Board of Directors, information on the resort or Ocean City such as special events, updates on the timeshare industry, inputs from owners, notices of nominating committee activity and election results, or any other information which the President/Board and Manager deem pertinent. The President may assign content articles to board members who must comply with input deadlines.

A. Each issue will stress the importance of attendance at the annual meeting.

B. The Spring and Summer issues will call for candidates for election to the Board of Directors.

5. Deadlines. Information to be published in a Newsletter shall be received by the President or Manager at a time determined by the Board of Directors.

6. Special Notices. Information that is important but will not reach the

owners timely through the regularly scheduled Newsletter will be prepared and distributed separately, such as Notice of the Annual Meeting.

7. Preparation and Distribution. The Manager is responsible for preparation, duplication, and distribution of the Newsletter. The Manager will work closely with the President or designee, on the content of each Newsletter. The Manager will provide the President with a draft copy of the proposed Newsletter for review and approval prior to duplication and mailing.

APPROVED: Board of Directors  
May 22, 1999