

## **Ranch Reporter Guidelines**

### Purpose

The Ranch Reporter monthly newsletter is a publication created to inform the Heritage Ranch (HR) residents of activities, community events and items of interest. The Ranch Reporter will not be used as a vehicle for controversial issues including, but not limited to, the expression of religious or political views, homeowners' businesses or personal promotions, solicitations for donations, and open-forum discussions.

All submissions to the Ranch Reporter must meet the following guidelines:

- All documents must be submitted before the 10<sup>th</sup> of the month preceding the publication (example: September 10th for October).
- All documents must use correct grammar and punctuation.
- All documents are subject to editing for grammatical changes, corrections, and brevity.

There is no stated limit to the amount of text and pictures in the Ranch Reporter. However, an overage of submissions may result in some articles being carried over.

### Articles

Residents are encouraged to submit articles concerning resident celebrations. A resident is defined as the primary owner(s) or lessee(s) of the home located within the confines of the HR Community, excluding adult children living in the home. Residents only articles may be submitted in a Word document via email by the deadline for each month's publication. In addition, residents may submit up to three photographs per event/celebration. Articles and/or photographs will be used on a space available basis for each month's publication.

Writings and commentaries containing political, religious, or negative content will not be accepted. Content decisions are made by the editorial staff. Miscellaneous articles and event descriptions may be submitted by the HOA Board and must reflect the philosophy of the HR Community.

All articles will be submitted to [ranchreporter@heritageranchgolf.com](mailto:ranchreporter@heritageranchgolf.com).

### Clubs & Groups

Clubs and groups are encouraged to submit articles. Only one representative from each club or group may submit a brief write-up for the newsletter. The information must be sent in a Word document via email or in an email.

### Classes

All classes will be set up through the Activities Office. A brief description of the class should include the class content, the instructor(s) name and phone number and the date, time, and cost.

At any time, the Activities staff may submit an article highlighting any of the class instructors.

### Trips & Travel

Articles must pertain to Homeowners who have been on a trip sponsored by the HR Travel Club, the Day Trippers Club, or a group of Homeowners that traveled independently from the Club. One

representative from the group may submit in a Word document via email or an email a brief description about their trip. One to three photographs per trip may be submitted. Both the text and photograph(s) will be used on a space available basis.

### Golf, Pickleball and Tennis

Golf, Pickleball and Tennis will follow the same guidelines as other clubs. Information on past tournament results and upcoming tournaments and events can be submitted in a text document via email. Contact name(s) and phone number(s) should be included in the text.

### Community Service Announcements

The Town of Fairview, the Fairview Fire Department, the Fairview Police Department and Lovejoy ISD Board of Directors will be allowed to post community service announcements in the Heritage Ranch Reporter to promote community awareness and involvement. There will be no charge for these announcements. These announcements must be submitted at least five days prior to deadlines for the Ranch Reporter. They will be reviewed by the Chairperson of the Heritage Ranch Marketing & Communications Committee and the Community Events Director at Heritage Ranch Golf & Country Club. The Heritage Ranch Marketing & Communications Committee reserves the right to review and edit any information in conjunction with these announcements being submitted for publication in the Heritage Ranch Reporter.

### Editorial Discretion

The content of all submissions will be reviewed by the editorial staff. In addition, some articles may be included in a future publication in order to control the length of the publication. Advertisements may be included in the Ranch Reporter at the discretion of the Board of Directors. Advertisement policies and guidelines will be at the discretion of the Board of Directors.”

### Articles & Photographs

By submitting articles and photographs to the Ranch Reporter, permission is also granted to use the same articles and photographs in all other Heritage Ranch/Troon publications, websites and social media sites for marketing and advertising purposes.

Approved by the HOA Board of Directors, April 21, 2023



Ken Chadee, President