

## EMAIL BLAST POLICY

All residents of Providence are encouraged to sign up and get their current email address included in our email blast database. It is a voluntary and extremely useful communication tool. There are typically two kinds of Email Blasts:

1) Community News

The Community News blasts go out twice a month – around mid-month and the end of the month. There is some flexibility in the exact day the blast will go out, but usually the blast will go out on the 15<sup>th</sup> and again on the 30<sup>th</sup>, give or take a day or so as needed.

Community News blasts include regular updates about what's going on in Providence, events, clubs, classes, HOA information, etc. If a committee or member of the community wishes to get information out to the community of Providence, they may ask the HOA Manager to have it included in the upcoming Community News Blast. This request should be made as soon as possible, preferably a minimum of three days before the anticipated blast to ensure that the news item will be included. Requests that are made less than three days before a scheduled blast run the risk of missing the blast if it is sent early or if there are any delays verifying/approving the news item.

2) Urgent News

Urgent News blasts can be sent out on an 'as needed' basis. These blasts include information of a vital, time-sensitive or emergency nature. Examples would be a water outage, a suspicious character warning, highway shut-down or even a timely reminder regarding something of vital importance to the community like a special municipal meeting or Election Day that will strongly affect the lives of the people living in Providence.

In order to maintain the special and highly urgent nature of Urgent News blasts, we try hard to keep these to a **minimum**. We do not want recipients to get into the habit of deleting these without looking, so this kind of blast is to be reserved only for messages of the most urgent nature. Regular news, updates and information should be sent out via the standard Community News Blasts.

Please remember...

Neither kind of blast is to be used to advertise outside businesses.

The website, [www.providencehoa.com](http://www.providencehoa.com) is also a highly useful communication tool. Items can be posted quickly to the site, often on a daily basis. Even if you miss the blast, you can have information posted on the site at anytime.

All news items are subject to Board approval.

