

Editorial Policy of the
Newsletter, Website and Open Forum
for the Homeowners Association
of
HarborPlace Tower
Long Beach, CA

The HOA newsletter, the HOA website, and Open Forum before the monthly Board meetings are the basic channels of communication between the Board of Directors and the homeowners. The intent is to keep homeowners informed of HOA business and issues and to foster dialogue between homeowners and the Board.

We invite homeowners to contribute their viewpoints by submitting articles and letters to the newsletter and the website and by attending the monthly Board meeting and commenting during the Open Forum.

1. Letters and articles should serve a positive or constructive purpose.
2. All letters and articles must include the name of the writer. The name will be published.
3. The Board reserves the right to edit the length of the letter or article.
4. Submissions to the newsletter and the website should not be viewed as a substitute for regular channels (i.e., informing the manager of a maintenance issue).
5. Articles and letters should be of general interest and not deal with a specific, individual complaint unless it illustrates a general problem. This includes disputes between individuals.
6. Articles and letters should concern some item of information of interest to homeowners or should comment on an HOA issue.
7. Any article which could be interpreted as a personal attack on an individual will not be used.
8. Please include your name, unit number, daytime telephone number, and e-mail address (only your name will be published)

How to submit your own comments for the newsletter and the website

Please send an email or hard copy to the manager or the editor of the newsletter or the editor of the website:

Please include the following:

1. Your **Name**
2. Your **Unit Number**
3. Your daytime **phone** number
4. The **subject** of your topic in the subject field of your email, and
5. The **text** of your message

Note: For privacy purposes, only your name and message will be published.