

VACNCA Board Materials Distribution Procedures

Sunday, May 20, 2018 10:05 AM

Please email materials & distribution instructions to optionzz@gmail.com (Pete Asprey) OR to VACNCABoard@gmail.com . Attach or reference the following selections.

1. **Send in** This Form with the Basic Message Materials to be distributed. (I'll correct typos if I catch them)

Complete this PDF Form, all message fields in the next section. Also make your selections in sections 2 (Intended Recipients) and section 3 (Format and Method of Distribution). If you aren't sure, leave blank and I'll choose or contact you for clarification

Please include the following information for each transmission

Item	Instructions	Your Message Data	Example
Subject	<i>Will appear on email message</i>		VACNCA Board Minutes, October 2020
Salutation	<i>Will appear in front of first name</i>		Dear
Message	<i>Detailed message text.</i>		The Board would like to make you aware of...
Signature	<i>at the end of message</i>		Sincerely, VACNCA Board Website: http://www.ttp-s.com/northwind/

Attachments are optional. Please name the files so they will make sense to the recipients. All will be converted to PDF's with association password. Send either Word Doc, PDF or Text file (optional). Attach them to your distribution request email. Up to four attachments per transmission

2. **Select** which Recipients are to receive the distribution. **Mark ONE Box**

All Residents/Owners/Absentee Owners about 77
All Units (i.e., one per unit, Residents, no Absentee Owners) 60
All Owners (Units, including Absentee Owners; exclude Renters) 60
Each individual Residents and Owners who has email (46)
Each Unit with an Email contact (41)

3. **Select** desired Format and Method of the distribution (**May Mark Multiple Boxes**)

Email & post a copy on the Clubhouse Clipboard, No Cost
Email & Print mixed (i.e., print only for those without email, and email the rest) \$.06 per page (about \$1.40 per page)
Print only 1 per unit (to be handled by board print volunteer—unless legal requirement) \$.06 per page
Post on Website for general access No Cost (but few will see)
Post on Website for limited-to-Board access (no cost)
Send postal mail (\$.50 each + printing) to absentee owners (e.g., for a vote)
(if no instructions are included, I'll make my best guess, if it seems minor, or send back for authorization)

4. **Select** Date/Time to be sent (**Mark One Box**):

- ☐ Immediate (on receipt)
- ☐ Date/Time (send on or after)