

Policy For Printing “Letters To The Editor”

1. One topic to be discussed per editorial
2. The writer’s point of view can be expressed; however, there shall be no attacks on any person(s).
3. Each editorial shall be limited to 150 words.
4. The association’s editor has the right to edit for length, any defamatory statements and to solicit opposing views, as well as the discretion not to publish any editorial submitted.
5. The editorial section shall be called “Homeowner Opinions”
6. Editorials shall be accepted from residents of Villages of Kapolei only.
7. There shall be a disclaimer published in each issue. The disclaimer shall say: “All editorials are the opinion of the writer and do not reflect the policies or opinions of the Villages of Kapolei Association.”
8. There shall be an editorial guide printed in the newsletter. The guide shall say:

Guide for Letters to the Editor:

The Villages of Kapolei Association welcomes all letters on subjects of interest to our homeowners. Letters of more than 150 words are used only when they are deemed of special interest or of special merit. We reserve the right to edit any letter for length, clarity or malice, as well as the discretion not to publish any editorial submitted. A request for anonymity will be honored; however, every letter must be signed, and a daytime telephone number provided. You may e-mail letters to association@villagesofkapolei.com, or fax to 674-4445, or drop off or mail to the Administration Office.

Adopted: February 28, 2001

Political Information Policy

- a. Each representative of our district be given the opportunity to submit an article for all newsletters.
- b. The articles shall be uncensored.
- c. All articles will be printed under a common header "Political Corner"
- d. Each article to be limited to a column of 3-3/4" X 8". Which translates to approx. 400 words at 11 pt. (common pt. used in our newsletter).
- e. Any additional space required will be considered paid advertisement and they will be billed the appropriate fee. (Call to advise to shorten the ad or pay for the additional space).
- f. The article will be edited for inappropriate language.
- g. A disclaimer will be included.

Adopted 6/23/99

Church Advertisement and Articles Policy for Newsletter

1. There shall be a special space each month listing churches that are within the greater community of Kapolei, with zip codes of 96707. This list should consist of the churches= name, address, and time of services.
2. Each church in the Kapolei area, with zip codes of 96707, shall be given the opportunity to submit an article and/or pictures for each edition of our newsletter.
3. The articles shall be for the purpose of notification of community events, special schedules and activities of interest. This shall not be a means to promote religious beliefs or doctrines.
4. All articles will be printed under a common header for the churches.
5. Each article shall be limited to a column of 3-3/4@ X 4@, which translates to approximately 200 words at 11 pt.
6. Any additional space required will be considered paid advertisement and they will be billed the appropriate fee.
7. The articles shall be printed with a disclaimer from the association.

Adopted 8/23/00

Newspaper Deadlines Policy

- § The deadlines for submitting ad/articles to the newspaper will be scheduled in advance for the whole year.
- § All materials collected after 5:00 p.m. of the deadline date will not go in that issue.
- § Anyone calling to inquire about the deadline will be informed of this policy.
- § All submitted materials will be date stamped.

Policy on Front Page Articles

8. The front page shall contain fact based, informational articles (non-editorial) only.
9. Articles pertaining to the Villages of Kapolei shall have front-page priority.

Adopted 9/27/00

Policy on Sub-Associations Use of the Newspaper

10. There shall be a special space each month listing the Sub-Associations and their meeting time and dates.
11. Each Sub-Association shall be given the opportunity to submit an article and/or pictures for each edition of our newsletter.
12. The article shall be for the purpose of notification of their events, activities, and meetings.
13. All articles will be printed under a common header for the Sub-Associations.
14. Each article shall be limited to a column of 3 3/4" X 4", which translated to approximately 200 words at 11 pt.

Adopted 9/27/00