

MONTGOMERY MUTUAL, INC.

NEWSLETTER PUBLICATION GUIDELINES

WHEREAS, the Board recognizes that a positive communication program is essential to the success of the Mutual, and to that end, desires to establish policies governing published communications to the community,

BE IT RESOLVED THAT, The MEGAPHONE will be the Montgomery Mutual, Inc. newsletter and be administered and supervised by the Board of Directors (except to the extent that such administration and supervision may be delegated by the Board to the Communications Committee and the Newsletter Editor) in accordance with the policies and guidelines set forth in this Resolution., and

BE IT RESOLVED THAT, this resolution supersedes any previous resolutions or recommendations adopted by Board of Directors related to the publication of the Mutual newsletter.

RESOLUTION NO. 138

DATE: 1/19/09

I. PURPOSE

The MEGAPHONE is the official communication vehicle of the Montgomery Mutual Corporation, a Cooperative Housing Association. Its primary purpose is to inform the Mutual membership and residents of matters and developments which affect them. Being a "house organ" of the Corporation, as opposed to a privately owned "First Amendment" publication, The MEGAPHONE is subject to limitations and controls insofar as subject matter and content is concerned. Accordingly, articles of opinion and articles of insignificant importance to the Corporation and its membership will be restricted.

II. CONTENT

The content of the newsletter will focus on items of informational or educational significance to a majority of the Mutual residents. Priority will be given to:

1. Mutual policies and rules
2. Highlights of meetings of the Board and the Board's Advisory Committees
3. Reports or messages from Montgomery Mutual or Leisure World management
4. Summaries of the Corporation's budget and current financial operations
5. Information regarding past or future Corporation activities, such as Annual Meetings, elections, special meetings or activities
6. Items of informational value or importance, directly or indirectly, to all members and residents, such as property maintenance issues, meeting schedules, summary reminders of policies and rules, the Mutual's operational procedures; or of any changes in the aforementioned.
7. Items affecting the safety or well being of the residents and/or response to issues/concerns of repeated inquiry.

Printed contingent upon the availability of space will be:

- Articles of human interest or minor importance to the Corporation membership
- Information published in the Leisure World News or other available media unless it has special relevance or is of importance to Montgomery Mutual residents.

III. LIMITATIONS AND RESTRICTIONS

1. The MEGAPHONE will not be used as a vehicle for the dissemination of political views, editorial comment, isolated concerns of individual Corporation members, or any potentially libelous or inflammatory material.
2. To the extent possible, sources of information will be verified, the accuracy of information established and content will not be colored by personal opinion.

3. The privacy of members/residents shall be respected at all times. If individuals request that their name not be included in the newsletter, such requests will be honored.
4. Legitimate controversies of interest and concern to all Mutual residents may be objectively reported.
5. Montgomery Mutual's newsletter shall be at all times in conformance with the Corporation's legal documents, policies established by the Board of Directors, and copyright laws.

IV. EDITOR

The Committee will recommend appointment of the newsletter Editor to the President for approval with concurrence of the Board. The Committee Chairperson may also serve as the Editor, with the approval of the Committee. The Editor serves at the discretion of the Communications Committee and the Board. The Committee may recommend to the Mutual President the removal of the Editor.

The job of the Editor is to see that everything gets done that is needed to produce each issue, in conjunction with the Communications Committee and in conformance with these Guidelines.

The major functions of the Editor include, but are not limited to:

1. Determining, in conjunction with Committee members, issue content
2. Securing and/or writing articles
3. Editing articles submitted or written by others
4. Designing newsletter layout and formatting
5. Assuring that each issue has been proof read.

V. PROCEDURES

1. The MEGAPHONE will be published quarterly. A MEGAPHONE Update may be published between regular quarterly issues, if needed, with approval of or at the direction of the Board.
2. The newsletter Committee Chairperson is responsible for assuring that the contents of the newsletter comply with the guidelines of this resolution and with policies established by the Board of Directors.
3. The final draft of the newsletter is to be submitted to the Board members at the Board Agenda meeting in the month of publication and will be published after receiving Board approval.