

SEPO E-News E-Mail Guidelines

Revision 7 - Updated 11-20-2021

Sending SEPO Community E-Mails is a 'public service' to Sunshine residents performed by a **SEPO Resident Volunteer**. Guidelines have been developed to help everyone know what **WILL** and what **WILL NOT** be sent to Sunshine Residents and Renters who are on the SEPO E-News E-Mail Distribution List.

If you, or any other Resident or Renter you know, are not on the distribution list but would like to be, please send the request to be added to this list to sepoenews@gmail.com. Include Name, E-Mail address and Sunshine address.

Thank you for your cooperation with this attempt to provide structure to the information that will be distributed via SEPO e-mails. I do believe they are an excellent form of communication to the Sunshine Community.

Please contact me with questions, etc.

Beth Parrish

Sunshine Country Club E-News

E-Mail: sepoenews@gmail.com

314-960-6710

1. E-mails you would like to have distributed to the Sunshine community should be sent to sepoenews@gmail.com from your e-mail account and not via a Phone Call or Text.
2. The E-News E-Mail manager will generally send your e-mail to the community within 24 hours. If your e-mail is an emergency, please contact the E-News manager.
3. **E-Mails that CAN BE SENT to the Community:**
 - a. **SEPO Board and SEPO Office announcements.**
 - b. Information, reminders etc about **Sunshine Events / Committees / Clubs / Meetings** etc. that take place on SEPO grounds. These are listed on the Sunshine Web site here: (<https://www.sunshinecountryclub.com/events-legend-byyear>).
 - c. Items that have been **Lost or Found**.
 - d. Notice of a **Garage Sale within Sunshine**. You should list:
 - i. Who is having the sale (Contact Info, i.e., Phone # is optional)
 - ii. Address of the Sale
 - iii. Days, Dates & Times
 - iv. Type of Items for Sale (*optional*)

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- e. 'MARKET' E-mails can be sent by adhering to the guidelines listed on the Web site (<https://www.sunshinecountryclub.com/communication-guidelines>) for each of the following categories.
 - i. Sunshine Resident - **Home for Sale or Rent.**
 - ii. Sunshine Resident/Renter - **For Sale or Free Household etc** items.
 - iii. Sunshine Resident/Renter - **Looking For** items.

4. E-Mails that CAN BE SENT to the Community WITH QUALIFICATIONS:

An e-mail from a resident/renter that states the Board of Directors has 'said' or 'approved' something can be sent if it contains the resident's/renter's signature and information to 'prove' that all members of the Board have approved the e-mail can be sent to the Community.

5. E-Mails that CANNOT BE SENT to the Community:

- a. Information, reminders etc about events/functions that, even though they may be attended by Sunshine residents/renters, are taking place outside of the SEPO grounds. (Example – An event taking place on South Padre Island)
- b. E-mails that do not contain the signature of the composer.
- c. Personal opinions.