

# Communications at PebbleCreek

## A guide for HOA-approved clubs

### HOA-APPROVED CLUB INFORMATION

**Changes in club information**, including club name, purpose, meeting location, meeting dates, officers' names, emails, phone numbers, photos, upcoming events, links, classes, etc., should be emailed the HOA website team at [pcwebadmin@robson.com](mailto:pcwebadmin@robson.com). The website team maintains a master list of all HOA-approved clubs. This is the same list that appears in the *Source Book*, in the *PebbleCreek Post*, on the community bulletin boards, on the HOA website "Clubs" page. The website team also maintains a page for each club on the HOA website under Things to Do >> Clubs.

### SPECIAL EVENTS and INFORMATION

*Special events and information are defined to be events and information that are generally applicable to, of interest to, directed to or affecting the entire or a significant segment of the community. When writing about special events, please make sure that your announcement contains the answers to the following:*

- *What is the name of the event?*
- *What is happening at this event?*
- *When is it, date and time?*
- *Where is it?*
- *Who may attend? Is it members-only or are all residents permitted?*
- *Is there a cost? How much is it? How do people get tickets?*
- *Where can people direct questions about the event?*

#### ***PebbleCreek Post***

An article about your event may be sent to [editorial@robson.com](mailto:editorial@robson.com) no later than noon on the 8<sup>th</sup> of the month prior to desired publication. For instance, an item you wish to have published in January should be sent in no later than noon on December 8. If the 8<sup>th</sup> of the month falls on a weekend, the deadline moves up to the Friday prior to the 8<sup>th</sup>.

Word limit is 500 words. Articles over 500 words may be returned to be edited to meet that requirement or may be edited by the Robson staff.

Photos should be submitted as .jpg files taken at a minimum of 2 megapixels (1600 x 1200 pixels). However, the higher the megapixel the better the photo. Dimensions should be a minimum of 4 inches wide by 3 inches tall at 300 dpi.

Please make sure to fact check and proof your article **before** submitting it to Robson Publishing. Due to the sheer number of articles that they receive, they cannot guarantee that changes made after a submission is received will be made to the article. Thank you for your understanding in this matter.

## **HOA Website ([www.pebblecreekhwa.org](http://www.pebblecreekhwa.org))**

When you are ready to announce your upcoming event, send a written announcement describing the event and containing details on what, when, where, who, etc., to [pcwebadmin@robson.com](mailto:pcwebadmin@robson.com). This can be the same article that you have submitted to the *PebbleCreek Post*. It will be posted on the HOA website as an announcement and on the website events calendar as soon as possible, typically within 24 hours of receipt.

The announcement and calendar entry will remain on the website until the date of the event, unless a new article is provided that supersedes the original.

If you have an update to the original article that contains additional or changed information, send the updated article to [pcwebadmin@robson.com](mailto:pcwebadmin@robson.com). The update will be posted on the HOA website as an announcement as soon as possible, usually within 24 hours of receipt. The original article will be removed from the announcements page of the website at that time and the new article will remain on the website until the date of the event. When submitting updated articles, please remember to include the basic information of the event – what, when, where, why, cost, etc.

## ***PebbleNews***

After your event has been posted on the HOA website, it will be linked in *PebbleNews* under “What’s New This Week” the following Monday, space permitting.

Updates to original articles may be linked in *PebbleNews* under “What’s New This Week”, sometimes in the “In Case You Missed It” section if appropriate.

On the Monday before the event, the event will appear again in *PebbleNews* under “Events Calendar Highlights,” space permitting.

## **PebbleTV**

After your event has been posted on the HOA website, it will be put in queue to appear on PebbleTV, if you request it and space permits. It is necessary for items to be submitted to the HOA website no later than Thursday in the week prior to desired broadcast on PebbleTV, earlier if possible. Items on PebbleTV can be seen on the screens in the clubhouse lobbies and on the internet at [PebbleTV.org](http://PebbleTV.org).

## **Bulletin Boards**

Only Board-approved groups/clubs and HOA entities may post in the bulletin boards. All flyers will be reviewed by the Activities Office prior to posting to ensure they meet the guidelines set forth below.

- Event promotional flyers should be dropped off at the Activities Office one to two days prior to desired posting date. Only one flyer posting is permitted per event. For events that sell tickets, flyers may be posted 15 days prior to first ticket sales date; for events that do not involve ticket sales, flyers may be posted 30 days\* prior to the event date. Please note flyers are posted for a

maximum of 30 days in either case. Please include a note with flyer indicating your desired posting date. Flyers will be marked with a “take down date” visible to all that is 30 calendar days after the desired posting date. \*30 days is approximate, as weekends and holidays occur, timing may exceed 30 days on occasion.

- If selling tickets for an event, be sure to include “tickets on sale” information on your flyer. Please note that signing up for use of the ticket sales kiosk in the Eagle’s Nest Clubhouse is done at the Activities office.
- All flyers must be positioned vertically. Flyers for bulletin boards must be 5” x 7”.
- Each club/organization is responsible for making their own computer-generated flyers. As a note, added photos, artwork and colors draw attention to flyer.

To ensure space for PebbleCreek groups, we do not post flyers for events/ activities happening outside our community, events that are sponsored by residents outside our community or for non-board-approved groups/clubs.

### **Carousels**

The four-sided circular display case at each clubhouse is available for Board-approved club/organization flyers on display. 8.5” x 11” in size, on any colored paper of your choosing if you are providing the copies. Please bring the flyers to the Resident and Guest Services staff for placement in the circular display.

Resident and Guest Services desks can make copies on standard office paper for a fee; visit or call the desks for details. Eagle’s Nest, 623-535-6780 and Tuscany Falls, 623-266-6720.

### **ROUTINE HOA-APPROVED CLUB EVENTS (repeating monthly or weekly events)**

#### **HOA Website ([pebblecreekhoa.org](http://pebblecreekhoa.org))**

Details about the event may be posted on the HOA website under Things To Do >> Clubs >> *your club’s page*. Send articles, calendars, photos, and other club materials to [pcwebadmin@robson.com](mailto:pcwebadmin@robson.com).

Repetitive club events are not typically approved for inclusion in the Announcements or Events Calendar sections of the HOA website, in *PebbleNews*, or on PebbleTV.

### **Unofficial eGroup and PebbleCreek Residents Facebook Group**

The io-based eGroup is available to all clubs who wish to post routine events and group information. The eGroup is privately run by homeowners and is not affiliated with the HOA. You can join the eGroup by sending an email to [pebblecreekio+subscribe@groups.io](mailto:pebblecreekio+subscribe@groups.io) . If you are having difficulties with the eGroup, you can contact the moderators by emailing [moderatorspcgio@gmail.com](mailto:moderatorspcgio@gmail.com) or [pebblecreekio+owner@groups.io](mailto:pebblecreekio+owner@groups.io).

You may also wish to post your club information on the PebbleCreek Residents Facebook Group. The group is accessed through the Facebook app at the following link:  
<https://www.facebook.com/groups/451064575818330/>  
For further information about PCRFBGroup, please contact hdb275@gmail.com, or, if you are a PC resident, just go to Facebook and join.