

Legacy Email Policy

The Legacy Communications Group is an independent group of your neighbors, who provide a service to the community by forwarding information as detailed in this document. Your submitted email is forwarded through a Legacy-Homeowners database at Google Groups. Members of the Communications Group and their responsibilities are as follows:

Chairs

Marv Goldstein	mg4sail@aol.com	Email Distribution
Bob Foraker	rtforakerii@gmail.com	Database Updates

Members

Tina Cella	ticella17@gmail.com	Email Distribution & Referral List
Cookie Perlmutter	cookieperl@gmail.com	Email Distribution
Kim Montague	kimmontague@comcast.net	Contact List Updates
David Ratcliffe	drat1229@gmail.com	Photo Directory

GUIDELINES

(BE SURE TO READ "HOW TO SEND EMAILS TO BE DISTRIBUTED TO THE COMMUNITY" AT THE END OF THIS SECTION)

Email to be forwarded to the community by the Communications Group should be sent to either Cookie Perlmutter, Tina Cella, or Marv Goldstein. The email should involve only Legacy concerns, Legacy events or local events that may be of interest to members of the Legacy community. Messages not intended for the entire Legacy community (except for those intended for all the ladies or all the men) will not be distributed through the Communications Group. **Thank You notes and general "Thank You's" will not be forwarded or included in emails** and should be sent to the individuals/groups involved.

The email should simply list **Who, What, Where and When**, without editorializing. **The body of the email should not exceed 250 words.** We will not forward business solicitations, commercial advertising of goods and services (except for items pertaining to the Odessa National Golf Course and Grille), political statements, jokes or other email considered spam. Please use language and content appropriate for distribution to all residents.

Business referrals from Legacy residents who wish to make recommendations should be sent to Tina Cella for inclusion on the Legacy Residents' Referral List. Notices of community events will be sent with a maximum of two reminders.

Political Content: Notices involving any political statement, events, meetings or other political content will not be distributed.

Charitable Causes: Notice of local (MOT) charitable events, without specific requests for monetary donations, will be distributed. Requests for donations of goods and/or services for local charities will be distributed. Requests for monetary charitable donations will not be accepted for distribution and information on regional, national or other major charities will not be distributed.

Legacy Email Policy (Continued)

Employment Opportunities: Employment notices will not be distributed. An exception is made for Odessa National Golf Club, with which Legacy has mutual interests.

Advertising: Notices involving advertising for restaurants or other businesses will not be distributed, including notices of discounts or special offers as advertising promotions. However, events being held by local businesses for the benefit of local charities in general and the Odessa National community in particular will be forwarded. Resident's personal items offered for Free or For Sale will be forwarded to the community, but will be limited to three notices per month. Multiple items for free or for sale may be combined by a resident in a single email. Ongoing discounts can be sent to Tina Cella for inclusion in the Legacy Residents' Referral List.

Obituaries/Death Notices: Obituaries, funerals services and similar notices will be distributed for current and former residents and their parents and children only. Notices for relatives, friends and others who aren't a part of the Legacy community will not be distributed.

Fraud/Scam Alerts: The volume of frauds and scams has become excessive and is beyond the ability to handle in the Legacy email service. Such notices will not be distributed through our email system. Instead, residents can get such alerts through free services such as the AARP Fraud Watch Network.

HOW TO SEND EMAIL TO BE DISTRIBUTED TO THE COMMUNITY

Please send instructions to the Communications Group member that the email should be distributed and add the following to your email for forwarding to the community, or your request will be returned for correction. Attachments should be included as .pdf files and photos should be .jpg images.

The Subject Line should include: "Legacy"

The Body of the email should include the following preamble:

PLEASE DO NOT CLICK ON "REPLY"

TO RESPOND PLEASE CONTACT (Your Name) (Your Email Address &/or Phone#)

Responding to a Forwarded Email

If you are responding to a forwarded email, please be careful to **FORWARD** your response to the contact person listed and **do not click on "REPLY"**, which will send your response back to the Legacy Homeowners account and will not reach the intended person.

IMPORTANT: If You Do NOT Want to Receive Community Email

If you wish to be removed from the Legacy email distribution list, please contact one of the individuals listed at the top of the first page and we will remove you from the distribution. Please **DO NOT mark Legacy email as SPAM**, as this will affect our email distribution to all homeowners and could jeopardize our account.

Legacy Email Policy (Continued)

Thanks for your cooperation in helping our email distribution to work smoothly. The Communications Group handles hundreds of email requests yearly and we need your help to keep this community service running smoothly.