

# MEMO

**To:** Parties Interested in Purchasing Advertising Space in the BR Buzz Newsletter  
**From:** Angela Nolan, Beckett's Ridge HOA Communications Chairperson  
**Date:** March 2, 2004  
**RE:** New Advertising Policy for the Quarterly BR Buzz Newsletter

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In late February 2004, the current HOA Board of Directors set the following terms for advertising in the BR Buzz Newsletter. The BR Buzz Newsletter is a quarterly publication of the Beckett's Ridge HOA for its membership that is composed of approximately 218 households. Beckett's Ridge is a vibrant neighborhood within the town of Hillsborough, NC. The volunteer staffed newsletter is scheduled for publication and distribution at the end of March, June, September and December. Currently, the newsletter is published by the Monthly Metropolitan and distributed by Charleston Management Corporation to all households via US Mail. The publication is also posted online at <http://www.beckettsridge.com/news.html>.

## **Pricing Policy for 2004 Issues:**

The HOA Board offers the publication of advertisements at \$50 per issue. This will give you a 3"x3" advertisement space in the BR Buzz Newsletter that is printed in an 8.5" x 11" page format. If you prefer, we can also print a 3.5" x 2" advertisement to accommodate a typical business card size format (some advertisers have these on hand and prefer to use existing business card layouts).

Advertisements may be purchased and placed issue-by-issue or for the entire year. We ask that advertisers notify the HOA Communications chairperson of their interest in advertising and pre-pay the advertising fee by check to arrive by the 10th of the publishing month. Payments should be sent directly to our HOA management company, Charleston Management Corporation, to the attention of Sarah Thompson. Please note on the check memo which month/issue(s) the payment covers and provide a contact name & phone number.

Mail to:

Sarah Thompson, Manager  
RE: Beckett's Ridge Newsletter & Advertising  
Charleston Management Corporation  
P.O. Box 97243  
Raleigh, NC 27624

Please email formatted advertisements or unformatted text to [brbuzznewsletter@yahoo.com](mailto:brbuzznewsletter@yahoo.com) by the 10<sup>th</sup> of the publishing month to ensure that we are able to meet the publishing deadline. Include a phone number and contact name in case we have questions. If you are unable to send information via email, please call the HOA Communications chairperson as soon as possible to make other arrangements.

Examples of previous newsletters: <http://www.beckettsridge.com/news.html>

Thank you for your interest in advertising in the BR BUZZ newsletter. Again, if you have questions, I can be reached at 643-1537 or at [brbuzznewsletter@yahoo.com](mailto:brbuzznewsletter@yahoo.com).