

SEPO EMail Guidelines

Revision 10 - Updated 10-19-2025

Sending SEPO Community Emails 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 Email 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 both sepo.office@gmail.com AND sepoenews@sunshinecountryclub.com. Be sure to include your Name, Email address and Sunshine address.

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

Please contact me with questions, etc.

Beth Parrish

SEPO Email Mgr

Email: sepoenews@sunshinecountryclub.com

314-960-6710

1. Emails you would like to have distributed to the Sunshine community should be sent to sepoenews@sunshinecountryclub.com from your email account and **not via Phone Call or Text**.
2. SEPO emails will generally be sent to the community within 24 hours of receipt. In order to not have to monitor the SEPO email account all day, the general practice is to send emails received during a single day, to the community overnight.
- However, if your email is an emergency, please contact the SEPO Email manager, preferably via Phone Call or Text, and request it be sent immediately.
3. To those residents who post information on the Sunshine Facebook page that fits into the SEPO email guidelines, please remember to send that same information to the SEPO Email manager. This needs to be done because lots of our residents do not use Facebook and they need to be provided with the same information that is posted on Facebook.
4. **Emails that CAN BE SENT to the Community:**
 - a. SEPO Board and SEPO Office announcements.
 - b. Information, reminders etc. about:

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- i. **Sunshine Events / Committees / Clubs / Meetings etc.** that take place on SEPO grounds. These are listed on the Sunshine website here:
(www.sunshinecountryclub.com/events-legend-byyear).
 - ii. **Enhancements and/or repairs to:**
 - 1) **SEPO Common Grounds** – i.e. Golf Course, Pool, Hot tub, Storage Lot.
 - 2) **Additions to SEPO Assets** – i.e. the Well.
 - 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, etc., Phone # optional)
 - ii. Address of the Sale
 - iii. Days, Dates & Times
 - iv. Type of Items for Sale (*optional*)
 - e. **‘MARKET’** emails advertising a Sunshine Home For Sale and/or For Rent can be sent by adhering to the guidelines listed on the Sunshine website here:
www.sunshinecountryclub.com/communication-guidelines.
5. **Emails that CAN BE SENT to the Community WITH QUALIFICATIONS:**
An email 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 a majority of the Board members have approved the email to be sent to the Community.
6. **Emails 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 SEPO grounds.
(Example – An event taking place on South Padre Island.)
 - b. Emails that do not contain the **signature** of the composer or whoever the email is being sent for.
 - c. Personal opinions.