

Manor Listserv Guidelines

Dear Neighbors,

The Manor Listserv is a great technological tool for information-sharing in our community.¹ We are able to maximize use of this tool thanks to our neighbor, Denise Plude, who administers this service and provides technical assistance. If you have any comments or suggestions for Listserv guidelines, please contact a [Manor Community Association Board member](#)² or [Denise Plude](#).³

What is the Manor Listserv?

The Listserv is used by Manor neighbors to communicate issues that are specific to the Manor Park neighborhood (as defined in the Manor Community Association Constitution). The Community Association pays the annual fee for this service.

If I have a problem, what can I do?

Email [Denise Plude](#).⁴

How do I get on the Listserv? Can anyone get access to the Listserv?

Manor Neighbors can register for the Listserv on the [Listserv website](#)⁵ by following the steps outlined there or by emailing [Denise](#)⁶ and asking to be added.

¹ Please note that the Manor Listserv is different from the Manor Country Club website and sharing tool.

² The list of current MCA Board members is available at <https://manorcommunity.org/#glad-about-us>.

³ Email Denise at iplude@outlook.com.

⁴ Email Denise at iplude@outlook.com.

⁵ <http://mailman.listserve.com/listmanager/listinfo/manor>

⁶ Email Denise at iplude@outlook.com.

Can I reduce the number of emails I receive from the Listserv?

Yes. The Listserv includes a “daily digest” option that you can select when you create your account or in the [“member options” page](#).⁷ You can also email [Denise](#)⁸ and she can help make the change.

What kinds of things should be sent to the Manor Listserv?

- Correspondence from the Manor Community Association Board.
- Announcements regarding Community Association-sponsored events (e.g., Holiday Caroling, Community Brunch, or Board meetings) or follow-up from events and meetings.
- Security issues and questions (see next section).
- Non-emergency issues of the day (e.g., road closures, water main breaks, or interruptions in electrical service).
- Requests or recommendations for services or business contacts (e.g., lawn service, contractors, or babysitters).
- Suggestions for improvements in the neighborhood.
- Responses to letters from the Association Board and other neighbors’ questions (but please use “Reply All” sparingly).
- Requests for participation in service projects.
- Montgomery County issues of interest.
- Community issues that may overlap with Country Club issues (e.g., questions or suggestions regarding how the Club and the Community can work together to ensure neighborhood safety).
- Availability of or desire for tickets to sporting events, etc.
- Goods and other household items to sell or give away

⁷ <http://mailman.listserve.com/listmanager/listinfo/manor>

⁸ Email Denise at iplude@outlook.com.

When using the Listserv for posts related to security and neighborhood safety, consider the following guidelines.

- The Listserv is not a substitute for 911. Emergencies, break-ins, and other security incidents should be reported to the police (911 for emergencies or 301-279-8000 for non-emergencies) before they are posted to the Listserve.
- Keep posts factual and avoid unnecessary assumptions.
- When sharing concerns about activities occurring in the neighborhood, consider posting a question instead of reporting “suspicious activity.” In many cases, these activities are neighbors enjoying the community (e.g., photographing the local wildlife, observing the diverse architecture of our homes, or just walking around).
- For concerns related to other nearby neighborhoods (e.g., Flower Valley, Aspen Hill) please reach out to members of the Association Board. The Board will coordinate with their counterparts and will report back to the Community through the Listserve or the community website.

Listserv Etiquette

- Include a signature tag with your name and email address on all messages.
- Make the subject line succinct so that the purpose of the email is clear.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Please **think twice** before you hit “Reply All” when responding to a message. Instead, consider a direct “Reply” to the sender. This will reduce clutter in everyone else’s inbox when only a few people (or only the originator of the email) might be interested in the subject.

What things should NOT go on the Listserv?

- No anonymous messages or comments that show disrespect towards others.
- No gossip or airing of dirty laundry.
- No personal attacks.
- No business advertisements.
- No religious-based announcements.
- No proselytizing to convert others or promote a certain course of action.
- No specific Country Club issues (e.g., “Why does a particular hole have so many sand traps?”).
- No political messages.
- No personal fundraising.
- Only really funny LOL jokes. Just kidding—no jokes allowed.
- The Listserv should not be used as a personal blog.

The Manor Community Association Board

Original guidelines approved: March 2009

Updates: March 2010, March 2012, February 2022