

**Guidelines for Bits & Pieces  
e-mail sent via ORMA on Line**

- Prepare your message as if you were writing to Ocean Ridge property owners.
- Messages will be text only with no images, graphics, attachments or links.
- A standard font type and size will be used.
- Text will be black.
- Requests containing all capital letters or all bold will not be allowed.
- All requestors must include their name (not in caps), personal e-mail address and phone number for inclusion in the message.
- Chain or forwarded e-mails are not allowed.
- Commercial advertisements are not allowed.
- Messages will be distributed generally within 24 hours.

**Property Owner submitted messages  
may include the items listed below**

- Personal items for sale/give-away
- Vendor/contractor referrals or recommendations
- Items to be borrowed or loaned
- Ocean Ridge housing for rent
- Bereavement notices
- Lost Pets

Ocean Ridge property owners who are registered with the ORMA on Line website can send their requests to Janet Getz at the following e-mail address [bitsandpieces@ormaonline.org](mailto:bitsandpieces@ormaonline.org)