

- =====
1. **Purpose** - To establish the policy for the use of the GMFHOA Telephone Directory.
  2. **Scope** - This policy applies to how and for what purposes the GMFHOA Telephone Directory, and the information contained therein, may be used and how HOA members' and non-member residents' information may be collected for inclusion in the directory.
  3. **Definitions** - Unless otherwise defined, the words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.

#### 4. **Applicable References**

- 4.1. GMFHOA Website, [www.gmfhoa.org](http://www.gmfhoa.org) .
- 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions.
- 4.3. GMFHOA By-Laws

#### 5. **Policy**

- 5.1. The GMFHO Board of Directors (BOD) may collect information from members and non-member residents (renters) for inclusion in the telephone directory but the collection process must explain to members and renters how the information may be used and allow members to withhold information if they so prefer.
- 5.2. Information included in the directory may include:
  - 5.2.1. Telephone numbers.
  - 5.2.2. Home street addresses.
  - 5.2.3. Email addresses.
  - 5.2.4. Names and ages of children.
  - 5.2.5. Names of Block Captains, Board of Directors, and standing committee members.
  - 5.2.6. Names of HOA members and non-member residents (renters) available for:
    - 5.2.6.1. Baby, animal, and/or house sitting.
    - 5.2.6.2. Lawn care, snow removal, other yard work.
- 5.3. If names of residents available to provide various services are included in the directory, each page containing the names shall state *"In providing the above names of residents being available to provide various services, GMFHOA is not making any assurance about the quality of the services and does not accept any liability for any problems resulting from using the services."*

- 5.4. Sponsors ads will be limited to the inside and outside of the back cover.
- 5.5. With the exceptions of items listed in sections 5.2.6 and 5.4, no advertising shall be posted in the directory.
- 5.6. The following statement shall be on the first or an early page of the directory: *“This directory is only for the personal use of GMF residents. Information in the directory shall not be used to create mailing or call lists for soliciting GMF residents. The information in the directory should be treated as ‘personal’ and residents should exercise caution whenever giving any residents information to any non-resident.”*
- 5.7. A copy of updated directories shall be delivered to each resident, along with a reminder about how it may and may not be used.
- 5.8. A copy of the current directory shall be given to each new resident, along with guidance on how it may and may not be used.
- 5.9. Copies of the directory shall be given only to members and non-member residents (renters) of GMFHOA.
- 5.10. HOA residents shall exercise caution if/when giving any resident’s info to any non-resident.
- 5.11. No electronic copies of the directory shall be made available to anyone. Electronic copies shall be retained only by the Board Secretary for use in producing future updated directories and for supporting the Board’s HOA business information needs.
- 5.12. The HOA BOD will review the directory annually and determine if an updated version should be produced that year.

**6. Administration** – GMFHOA Board of Directors. Follow this policy and make the HOA membership aware of this policy. The Board may revise this policy whenever necessary. This policy is established in accordance with the GMFHOA By-Laws, Article VII, Section 1.f.