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1. **Purpose** - To establish the policy for use of GMFHOA Email Communications.
 2. **Scope** - This policy applies to how and when GMFHOA Email Communications should be used and the Communications content. This policy also applies to the re-use of the addresses by recipients of an Email Communications.
 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 (newsletters and calendar).
 - 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions.
 - 4.3. GMFHOA By-Laws.
 5. **Policy**
 - 5.1. The Board of Directors (BOD) shall designate an officer, normally the President, to authorize Email Communications.
 - 5.2. A record of the subjects of all Email Communications will be included in the Board of Directors meeting minutes.
 - 5.3. Email Communications use shall be limited to situations requiring distribution of information of importance or community interest to the GMF Association and its members, non-owner residents, and/or family members. Importance may be dictated by safety, security or issues pertaining to Association governing documents.
 - 5.4. The BOD, or designated officer, will determine what is time-critical and what is particularly important, interesting, and/or noteworthy to the GMF community.
 - 5.5. To protect privacy of email addresses, all email Communications shall be sent as blind-copies or using an application that does not pass forward addresses of recipients.
 - 5.6. To protect the general privacy of the HOA members, the email addresses used to send email Communications shall be protected by the BOD.
 6. **Administration** – GMFHOA Board of Directors. The Board may revise this policy whenever necessary. This policy is established in accordance with Section 1.f of Article VII of the GMFHOA By-Laws.