

Nottingham Estates Homeowner's Association

Use of Membership Email List

Adopted March 2010

Definitions:

Membership Email List – The official master list of the Association that contains both published and private email addresses of the homeowners in all phases of Nottingham Estates.

Association Record Keeper – Person on entity employed to manage the affairs of the Nottingham Homeowner's Association.

- Membership email list shall only be used for official Homeowner Association business including such things as socials sponsored by the association and other serious matters.
- Due to volatile nature of Board Member tenure, custodian of the membership email list shall reside with the Association Record Keeper.
- The Association Record Keeper is employed to manage the primary communication channels of Association business, i.e., paper record archives, bill payment, PO Box management, all official notifications, mass emails to membership, and general inquiries from all sources.
- If the Association Record Keeper is asked to publish an email using the membership email list, the request will be forwarded to the Board for review and approval. The majority of the Board members must approve the request and use of the membership email list.
- Non-sensitive communications should be issued through the publication of a periodic Nottingham Homeowners Association newsletter.