

OWNERS ASSOCIATION OF ELK MEADOWS ESTATES, INC

POLICY REGARDING THE DISTRIBUTION OF MEMBERSHIP COMMUNIQUES

The purpose of this policy is to provide a procedure for receiving and distribution of communications from the membership to the membership, in accordance with privacy interests. This policy is adopted by the board and is in compliance with Colorado Revised Statutes §38-33.3-209.5 and 317, as well as the Articles of Incorporation and Bylaws of the Association.

DISTRIBUTION OF MEMBERSHIP COMMUNIQUES

1. The board may provide, as a courtesy, the means by which the membership can have notices, invites, or letters distributed to the entire membership. Typically, this will be through the board providing the names of owners in a form that permits the preparation of a list of the names of all members and the physical mailing addresses at which the Association communicates with them.
2. The board has a responsibility to protect members' privacy interests by providing this courtesy. Specifically, member phone numbers and email addresses shall not be provided or distributed to other members. The board may elect, but shall not have the obligation, to distribute to the members respectful content received from members that the board believes is helpful to the general membership of the Association.
3. There shall be multiple methods of distributing Association information including:
 - Email distribution lists
 - Meadows Monday newsletters
 - Elk Meadows Estates Facebook page
 - Elk Meadows Estates website
 - Bulletin boards
 - Self-distribution via email or USPS
 - Door-to-door drop off
4. If a member wants to distribute content to the membership via Meadows Monday, email, or the website, the content must be submitted in writing to the board, which will determine if the content is appropriate for distribution, and if so, the best distribution method to reach the intended audience. Content may be edited or rejected.
5. If members want to post content to the bulletin board, they may do so using respectful content. The board will monitor for out-of-date or disrespectful content and remove it accordingly. Members should monitor their posts and remove out-of-date material.
6. If members want to distribute information themselves, they may mail, email, or distribute their communique door-to-door using public information, such as a published directory or the membership list described above. *Note: The board is not responsible for the content or distribution of this kind of communique.*
7. If members want to post content to the Elk Meadows Estates Facebook page, the post will be reviewed by the Administrator, and either be approved or rejected. The board will occasionally monitor for offensive posts and the admin will be asked to promptly remove anything that is deemed offensive by the board. The board may ask the admin to block members from posting if disrespectful, abusive, and/or offensive posts occur. Members should monitor their posts and remove out-of-date material.

8. The board shall review this policy annually. The board may amend this policy when such a modification is deemed to be in the best interests of the Association.

The undersigned, being President of the Owners Association of Elk Meadows Estates, Inc., certifies that the foregoing Conduct of Meetings Policy was adopted by the Board of Directors of the Association at a duly called meeting of the Board on March 2, 2019, and in witness thereof the undersigned has subscribed his/her name.

Owners Association of Elk Meadows Estates, Inc.

By: Belinda KM Chisholm, President (Signature on file) _____

As per #8 above, this policy has been reviewed on March 31, 2024, by the Board of Directors.

Board signatures on file

Minor amendments were deemed necessary and performed (see detail below.) Formatting and minor grammatical errors were also corrected and performed by Pam East.

In an effort to simplify version control, from this date forward, all policy reviews will be tracked via a tracking document and kept on file rather than changing the review date on each policy every year, with the exception being any policy that requires amending.

Amendment tracking information:

Date	Amendment Details
4/6/2024	#3 - Wording around distribution types were changed to remove abbreviations and be stated more clearly. #4 - Was broken out to make items 4, 5, 6 to be clearer. #4 (now #7) – Wording around Facebook posts were changed, including changing webmaster to Facebook Admin.