

Fanno Creek Townhomes Owner's Association

PO Box 23892
Tigard, OR 97281

Confidential Information Policy

Because each Member's privacy is considered important to the Association and the Association's ability to conduct business, it is the Board's duty to maintain confidential each Member's information.

WHEREAS, Article III of the Amended Bylaws of the Fanno Creek Townhomes Owner's Association grants power to the Board of Directors to conduct Association business, Article IV of the Restated and Amended Declaration of Covenants, Conditions and Restrictions grants the authority to make rules governing the Association;

LET IT BE RESOLVED THAT these procedures will be followed:

1. *PERSONAL INFORMATION* includes names, addresses both mailing and physical, phone numbers and email addresses.
2. All *personal information* provided by a member to the Association will be maintained confidential.
3. Who can use this information:
 - a. Members of the Association Board of Directors
 - b. Association Account Administrator or Manager should one be employed
4. None of the parties with access to the members' *personal information* have authority to obtain electronic lists or to use that information for personal or commercial purposes or to release that information to any other party.
5. Valid Uses of the Information to contact member:
 - a. Regarding upcoming Association sponsored activities
 - b. Notification of Board of Director meetings
 - c. Notification of services obtained for the members at a discount
 - d. Notification of potential dangers/concerns that could impact the member(s) adversely
 - e. For decision making process of the Board of Directors to obtain input from members
 - f. Billing and collection purposes
6. Other uses
 - a. The Association Board of Directors may request permission from each member to use their *personal information* for a purpose not stated above
 - b. The purpose must be clearly stated.
 - c. Permission from the member must be received in writing either by mail or email.

Recorded in the Book of Minutes: Adopted July 28, 2019

President, Board of Directors
Fanno Creek Townhomes Owner's Association