



# Lakemont Farms HOA Email Guidelines

**1-28-25**

**The Communication Committee's functions are to operate at the BODs discretion for the delivery of information, surveys and announcements to the residents of Lakemont Farms.**

## **Guidelines for Lakemont Farms HOA emails:**

1. Emails from Lakemont Farms HOA will contain the Board of Director's information, social events, social announcements, and non-business surveys unless there is an emergency.
2. The Lakemont Farms HOA emails will not contain business information which will be sent by our management company (CMA). This includes business information, business surveys, business announcements and business updates.
3. No emails will be distributed that are for business or personal advertising of any kind. This includes any/all fund-raising activities. (Fundraising activities/events can be advertised on Facebook.)
4. The Communication Committee will distribute emails but will not be responsible for the content of the communications, surveys or announcements.
5. All requests from residents for emails to the community will be in PDF format and will be sent to the vice president for review. Requests need to be sent to the vice president before the end of the business day on Thursday. The current vice president (David Davies – [dwd.davies@gmail.com](mailto:dwd.davies@gmail.com)) will review each request and email the approved content to the Communication Committee for community-wide distribution. If the vice president or Board of Directors has questions or concerns with the request, they will contact resident.
6. Emails from LakemontFarmsHOA@lakemontfarms.com will be sent each Friday as needed. (The only exception will be for emergencies.)

NOTE: An email from the Board of Directors will be sent on the Friday before a business meeting. This email will include the president's message, the agenda for the upcoming meeting, and any pertinent attachments related to the meeting.