



**Green Valley Villas West  
Condominium Association**

460 S. Paseo Quinta, Green Valley, Arizona 85614

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[admin@villaswest.org](mailto:admin@villaswest.org)

[www.villaswest.org](http://www.villaswest.org)

## **Email Policy**

### **Policy Statement:**

Green Valley Villas West Condominium Association (“Association”) recognizes that email provides its members with a convenient means of communication with the Association’s Board of Directors and administrative staff. This policy is intended to apply to all email communications between Association Members and Association Representatives (directors, committee members and Villas West staff). By sending an email to the Association and/or one of its Representatives, each association member agrees to abide by this Policy.

### **Manner of Communications:**

All email communications from Association members to Association Representatives concerning Association matters shall be sent to the following email addresses: [admin@villaswest.org](mailto:admin@villaswest.org).

Any email communication intended solely for the Board of Directors should be sent to:

[board@villaswest.org](mailto:board@villaswest.org)

### **Prohibited Communications:**

No email communication shall contain any of the following:

- Offensive language, including but not limited to insulting, defamatory, racist, or obscene remarks;
- Comments that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed or harassed;
- Forwarded email or an attachment that is from someone other than the member sending the email or the Association;
- An attempt to disguise the sender’s identity or an anonymous sender; or potentially damaging emails including, but not limited to, mass or commercial messages, spam, or messages containing viruses.

## **Sanctions:**

Any Association member who sends email to an Association Representative in violation of this Policy shall be subject to the following sanctions by the Board:

- Having his/her email address temporarily or permanently blocked by the Association's email accounts
- After providing the member with written notice of the violation and an opportunity to be heard by the Board, the imposition of a monetary penalty.

The Association reserves its right to pursue legal action against any Association member for continuing or egregious violations of the Policy and/or report criminal conduct to the Pima County Sheriff's Department.

*This EMAIL Policy was adopted by the Association's Board of Directors at an open meeting on the 8<sup>th</sup> day of January 2013 and shall be made part of the Association's Rules and Regulations.*

(Villas West Governing Documents-Rules and Regulations, revised 10/11/2016)