

**Summer Point HOA**  
**Email and Web Communication Policy**  
**6/7/22**

The Summer Point HOA Board of Directors recognizes that clear, consistent, and positive communication between the Association leadership and the homeowners is vital to the success of the Association and by extension the preservation of the quality and well-being of the community.

- a. **Purpose:** To assist the Board of Directors in developing and implementing Information policy which facilitates the timely delivery of General Public HOA Information.
- b. **Responsibilities** include, but are not limited to, distributing authorized Association notices, announcements and information helpful to homeowners via e-mail and the website.
- c. **Final authority** as to the content of messages e-mailed and/or posted to the Association website and other mediums rests with the Board of Directors.
- d. **All Summer Point personal, private, or financial information will be accessed and delivered online via the Current HOA Management Company, from their existing websites under contract with Summer Point HOA and in accordance with all Texas State Laws.**

**E-Mail Announcements**

- a. Only the Board of Directors shall be authorized to direct the sending out mass e-mails or e-mail blasts to the homeowners. All e-mail blasts shall be sent via the current HOA Management Company, using the most current Summer Point e-mail address directory residing at the HOA Management Company. The HOA Management Company has the full responsibility and liability to make sure that E-mail Blast content **shall never disclose** the e-mail addresses of ALL the recipients of any E-mail-Blast. Only BCC (Blind Copy) function should be used for mass e-mail blasts. The Summer Point HOA e-mail list can never be sold or used for any other purpose than HOA business. It is the exclusive property of Summer Point HOA Board of Directors and Homeowners.
- b. E-mail message content may include but not limited to: Board/Annual Meeting Announcements with agenda, Board Meeting Minutes website link, necessary reminders of HOA by-laws and CC&R policy, community announcements, other pertinent information useful to the membership.
- c. E-mail message content from the Board of Directors requests shall **NOT** include: political policy and/or candidate announcements of support/opposition, commercially vested interest announcements, other personal opinions/discussions, and other content as decided by the board of directors that doesn't benefit the entire association. The e-mail announcement platform shall **NOT** be used to discuss homeowner complaints or discussion of policy or other HOA issues. Such items should be sent to the board of directors for inclusion as an agenda item at a future board meeting.
- d. All e-mail communication shall be done in a professional and civil manner – no name calling, threats, etc.

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**Website – HOA Website – Required by State Law as of September 1, 2021**

The Board of Directors recognizes that the Internet provides an efficient and effective method of communicating information to homeowners. Since Summer Point has over 60 homes this is required.

- a. **Purpose:** To provide a Board approved informational website only for the benefit of New and Existing Summer Point Homeowners. Posting Association messages and information to is a timely, cost-efficient manner method to communicate with the homeowners. **The website will be an informational platform only. No personal, private or financial information will be available or posted in any manner. No un-authorized person can post, modify or update the website.**
- b. The Board will continue to rely on the current Association's Management Company to provide homeowners access to their personal, private and financial information direct from the Management Company website, included with their management agreement with Summer Point HOA. The Summer Point HOA website will provide ONLY A LINK to the Association's Management Companies website directly from the Summer Point HOA site.
- c. To this end, the Board authorizes one website as the official Summer Point HOA informational website. The website is accessible at [summerpointhoa.com](http://summerpointhoa.com).
- d. **Appointment of Website Administrators:** The President of Board shall appoint or request specific board member or Board approved person, to maintain the website and post informational and event content. The Board will have final approval of all posted content prior to posting.
- e. **Oversight:** The President or an Appointed Board member is responsible for ensuring the Association website is operational, maintained, and that terms and conditions of use are adhered to by users and administrators. The person authorized by the Board does not have to be a sitting Board member. If they are then that would be the first choice, if not, A Communications Chairman, someone in the neighborhood with the needed computer skills, would be selected, approved and authorized to work with the President and Board to maintain and operate the Website under Summer Point HOA Board oversight.
- f. **Succession:** When a New HOA President is elected, they are responsible for ensuring the Association website security information, i.e., Usernames and passwords are shared only with whom the Board has authorized and will be changed upon the election of every New HOA President. A transition of this information will occur from the Past President to New President or the Person authorized by the Board, to operate and maintain the Website via our GoDaddy Web Site Account. The New President has the responsibility to ensure that the terms and conditions of use are adhered to by users and administrators.

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- g. **Content:** The website shall consist of but not limited to: names for the Association Board of Directors and any Committee Chairman, Monthly and Annual Meeting announcements and the Certificate of Management from the current HOA Management Company, filed with the Collin County Clerk. Other content will be Web links to Current HOA Management Companies website, HOA by-laws, CC&Rs, Stone Bridge Ranch architectural requirements and forms, homeowner guidelines and policy updates. Other content may include contact information for HOA Management Company, Stonebridge Ranch and City of McKinney Services, announcements of social activities, events specific to Summer Point, informational articles or City of Mc Kinney information that would be helpful to Summer Point Homeowners.

**Terms and Limitations**

The terms of this policy will be in effect until modified or withdrawn by the Summer Point HOA Board of Directors beginning on June 7, 2022.

This policy is not intended to abridge or modify any specific communication method required by law and/or the Association's Governing Documents, including any other duly adopted rule or regulation.

The Association's Board of Directors and the Association's other duly authorized representatives (Current HOA Management Company), shall ensure compliance with any other expressly required method of communication, as may be prescribed by applicable state law, when conducting Association business.