

## HOA BOD POLICY FOR USE OF ELECTRONIC HOA DIRECTORY

To protect the privacy of all Los Caballeros homeowners, the HOA Board of Directors has established the following policy and processes regarding the Electronic HOA Directory ("Directory"):

### **POLICY**

1. The electronic Directory may be used by the HOA Board of Directors for communication to any and all homeowners.
2. No individual homeowner may use the electronic Directory to disseminate information to homeowners.
3. No individual homeowner shall share or in any way distribute the electronic Directory to any outside individual, group, organization or other entity.
4. Information to be disseminated to homeowners using the electronic Directory must be judged by the Secretary, and at his or her discretion, the HOA BOD, to be appropriate and in the best interests of homeowners.

### **PROCESS**

5. Individual homeowners wishing to disseminate information to homeowners through the Directory should follow the following process:
  - a. The individual homeowner should email the HOA Secretary a request to disseminate information to homeowners using the HOA electronic Directory. The request should include the exact document(s) to be distributed.
  - b. The Secretary or upon his/her request, the HOA BOD, must approve the request prior to dissemination.
  - c. Only members of the HOA BOD may use the electronic Directory for information dissemination.