



Weston Ridge Cottage Homes POA

Together, we make a community.

EMAIL POLICY

Board Responsibilities & Conduct

- **Operations:** The Board manages vendor selection and scheduling while keeping the community's best interests and budget in mind.
- **Boundary Guidelines:** The Board **will not respond** to emails that involve operational micromanagement, disrespect, or bullying.
- **Official Contact:** westonridgecottages@gmail.com

Authorized Senders & Signatures

- **Individual Senders:** Official emails can be sent by the President, Secretary, or Treasurer and will include the individual's signature.
- **Collective Senders:** Emails signed "**Board of Directors**" indicate a message sent in collaboration with a majority quorum or all Board members.

Response Times & Hours

- **Monitoring Hours:** Monday through Friday, **8:00 AM to 5:00 PM**.
- **Turnaround Time:** Inquiries will receive a response within **24 to 48 business hours**.

Electronic Delivery & Consent

- **Consented Members:** Those who have signed the *Homeowner Consent to Electronic Delivery of Notice* will receive all official notices and dues invoices **via email only**.
- **Non-Consented Members:** Those without a signed form on file will receive all notices and invoices **via U.S. First-Class Mail**.