



# Weston Ridge Cottage Homes POA

*Together, we make a community.*

## EMAIL POLICY

To ensure smooth operations, the Board has implemented the following email etiquette and best practices.

It is the Board's responsibility to manage our vendors and their scheduling. Our goal is to make decisions that are good for our entire cottage community while being cognizant of our budget. We understand we will please most members most of the time, but we will never please all members all the time. The Board does not engage in trivial emails from members attempting to micromanage our decisions and responsibilities.

### EMAIL ADDRESS FOR COMMUNICATION

[westonridgecottages@gmail.com](mailto:westonridgecottages@gmail.com)

### AUTHORIZED TO SEND EMAILS ON BEHALF OF THE BOARD

President  
Secretary  
Treasurer  
Officer(s)

### EMAIL SIGNATURES

All emails will be signed by the Board member sending the email.

If an email is signed by "Board of Directors" then the email is sent in collaboration with some or all Board members.

### EMAIL RESPONSE TIME

The Board or one of its members will respond to all emails within **24-48 business hours** from the date and time of receipt of the email.

Emails are monitored **Monday through Friday** between the hours of **8am – 5pm**.

### EMAIL CONSENT FORM

If a member has provided a signed Homeowner Consent to Electronic Delivery of Notice, all notices and dues billing invoices will be sent via email only to that member.

If a member has not provided a signed Homeowner Consent to Electronic Delivery of Notice, all notices and dues billing invoices will be sent via U.S. First-Class Mail.