**Policy 40 - Communication**

# **Purpose**

## The Board of Trustees (the “Board”) of the Village Grande at English Mill Homeowners Association (“VGEM”) strives to maintain continuous, effective, and informative communication with all Owners and Occupants.

# **Scope**

## This policy applies to the Board, Committee Members, Club Members, and Owners and Occupants when requesting the use of the voicemail blast program, the email blast program, and other electronic communication.

# **Policy Procedure**

## The Community Manager is permitted to announce, remind, or report on any HOA sponsored event up to three (3) times via the voicemail and email blast programs, not to exceed one (1) per week, for VGEM Board, Committee, and Club requests. These announcements should be restricted to no more than two lines.

## The Community Manager is permitted to announce, remind, or report on any other event one (1) time only via the email blast program.

## Requestors should provide at least two (2) business days’ notice via email to have an Announcement made and provide a written script for the announcement.

## The Community Manager and Board of Trustees reserve the right to edit any announcement for length and content.

## The Community Manager may announce other reminders, events, meetings, and community information using their best judgement and keeping the Board’s purpose in mind.

## The Community Manager may use other forms of electronic communication as necessary in accordance with this policy.

Adopted September 8, 2015