



SMOKLER TRUESDELL HOMEOWNERS' ASSOCIATION PRIVACY POLICY

Section 1. Purpose. The homeowners' association values the privacy of all association residents and has therefore created this policy. Provisions of this policy shall apply equally to board members, association officers, any individual decided on by a unanimous board vote, board meeting minutes, our association newsletter and our website unless explicitly specified otherwise.

Section 2. Personal Information. Personal information received from residents including but not limited to residents names, names of spouses, names of children, telephone numbers, email addresses will be shared only with individuals specified in Section 1. Personal information received shall be for association business only.

Personal information for board members and block captains will be shared with their consent.

Section 3. Email Correspondence. When emailing members, except board members and block captains, the "bcc" function shall be used for recipient email mail addresses.

Section 4. Member Comments. Individuals who comment at board meetings or submit comments to the board in any form may have their names and street names shared along with their comments unless specifically stated otherwise at the time the comment is made.

Section 5. Status of Member Dues Payment. Whether a specific member is in good standing shall be shared only within the association board. Payment status of specific members may be discussed at board meetings so long as only individuals who have agreed to this policy per Section 9 are present. Individuals not covered by Section 9 will be asked to leave while discussing specific delinquent dues. Status of specific members shall not be published in the board meeting minutes only that the subject was discussed. Only aggregate total outstanding dues (dollars and/or percent of residents) for the current year and total owed plus interest (dollars) for past years may be disclosed outside the board and included in board meeting minutes, our association newsletter and on our website.

Section 6. Photographs. The association assumes implicit authorization to use photographs of individuals posing for photos while attending association events. Publishing of photographs (posed and candid) taken at association functions shall not identify individuals. Photographs shall be removed from any association publication (e.g. website, Facebook page, newsletter, etc.) upon request.

Section 7. Required Disclosures. The association board may have to disclose limited personal information for the purpose of filing liens for delinquent association dues.

Section 8. Sharing of Public Knowledge. Items of public knowledge, including but not limited to subdivision lot numbers and associated addresses, may be shared.

Section 9. Participant Agreements. Each party cited for compliance in Section 1 has agreed to this policy and has agreed to use reasonable safeguards to ensure requirements of this policy are met. Each participant shall provide the association secretary a signed copy of this policy recognizing their acceptance. Each participant shall be bound by this confidential agreement even after leaving the board.

Section 10. Record Retention. Copies of this policy shall be maintained as described in *Creation, Approval and Amendment of Board Policies*.

Section 11. Publication and Notification. Notification and availability of this board policy shall be done in accordance with *Creation, Approval and Amendment of Board Policies*.

Signature

Printed Name