

RiverPlace at Summer Beach Property Owners Association, Inc.

Policies and Procedures

**Name of Policy: Rules Governing Owners Corresponding with Board Members and
Board Member Electronic Mail**

Policy Number: RP14

Date: 30 November 2017

Reference to By Laws: None

General

The Board of Directors (the "Board") of RiverPlace at Summer Beach Property Owners Association, Inc. (the "Association") are not required to maintain an electronic mail account.

There is time allotted at each Board meeting for Owners to speak about matters not on the Board's agenda and to also speak about matters on the agenda.

It may be necessary for Owners to contact the Association in between scheduled Board meetings.

Many Board Members travel and are not physically on Association property on a regular and consistent basis.

The Board desires to ensure the orderly receipt of Owners' concerns and requests.

The Board believes it is in the best interest of the Association to adopt rules regarding communications with the Board outside of scheduled Board meetings.

Given the above, the following rules were adopted by the Board.

CORRESPONDENCE WITH BOARD MEMBERS

1. Correspondence with Board Members outside of Board meetings shall be in writing and delivered to the Property Manager via email or US mail.
2. Board Members are not required under Florida law to maintain an electronic mail address or to correspond with Owners via electronic mail. Therefore, Board Members shall not be required to maintain an electronic mail account nor required to respond to any electronic messages received on their personal electronic mail accounts.
3. Owners are discouraged from sending electronic mail to Board Members as it may not be received since there is no requirement to maintain or monitor any electronic mail accounts.
4. All written correspondence delivered to the Property Manager shall be civil and shall not contain abusive or foul language.

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5. The Property Manager shall notify the Board if communications are received from Owners and the Board shall determine if such communication requires a response or needs to be placed on a Board meeting agenda for Board discussion and/or action.