

**North Creek Landing  
Homeowners Association, Inc.**

**RESOLUTION NUMBER 2018-01**

**Relating to NCLHA Communications Policy**

**WHEREAS**, Article III, Section 1 of the Bylaws of North Creek Landing Homeowners Association, Inc. assigns the Board of Directors to manage the business and affairs of North Creek Landing Homeowners Association, Inc. ("Association"); and

**WHEREAS**, General Statute 47F-3-102 of the North Carolina Planned Community Act empowers the Association to adopt rules and regulations; and

**WHEREAS**, General Statute 47F-3-102 of the North Carolina Planned Community Act authorizes the Association to exercise all powers necessary and proper for the governance and operation of the Association; and

**WHEREAS**, The Board of Directors in concert with General Statute 55A-8-30 of the North Carolina Nonprofit Corporation Act are each acting in good faith; with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and in a manner the director reasonably believes to be in the best interests of the Association; and

**WHEREAS**, the Board of Directors has determined having a specific policy for the methods of communicating with Association Members is in the best interests of the Association and its Members.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors hereby adopts the attached NCLHA Communications Policy 1/28/2018 for immediate implementation.

Attachments:

1. NCLHA Resolution #2018-01 Action Record
2. NCLHA Communications Policy version 01, dated 1/28/2018

North Creek Landing Homeowners Association, Inc.

RESOLUTION ACTION RECORD

Resolution Number: 2018-01

Relating to: Communications Policy

Duly adopted at a meeting of the Board of Directors held:

Motion by: Keith Quinton Seconded by: Janet Parisi

01/28/18

VOTE

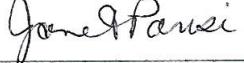
ENT	YES	NO	ABSTAIN	ABS
Keith Quinton, Director	X	—	—	—
Tim Callahan, Director	X	—	—	—
Janet Parisi, Director	X	—	—	—
Chris Boyd, Director	X	—	—	—
Ernie Gonzales, Director	X	—	—	—

ATTEST:

  
Keith Quinton, President

01/29/18

Date

  
Janet Parisi, Secretary

1/29/18

Date

Recorded in Board of Directors meeting minutes dated: 1/28/18

Resolution effective date: 1/28/18

## NORTH CREEK LANDING HOMEOWNERS ASSOCIATION

### COMMUNICATION POLICY

(version 01, dated 1/28/2018)

This policy prescribes practical tools and methods for effective and efficient North Creek Landing Homeowners Association communications; and standardizes how Association topics are communicated to Association Members. The terms of this Resolution are not intended to abridge or modify any specific communication method required by law and/or the Association's Governing Documents, including any other duly adopted rule or regulation. The Association's Board of Directors and the Association's other duly authorized representatives shall ensure compliance with any other expressly required method of communication, as may be prescribed by applicable law, when conducting Association business.

**Association Topics.** The following list is not all-inclusive, but generally represents most of the Association's communications topics and preferred communication methods.

Topic	US Mail	E-Mail	Telephone**	Meeting	Web Site
Meeting notice		X			
Meeting minutes		X			
Assessment notice		X			
Reports (President's, Treasurer's, etc.)		X			
Budget		X			
Member directory		X			
Governing documents distribution					X
Administrative information		X			
Architectural Standards Committee		X			
Standards violation*					
Delinquent account*					
Social notice		X			
Time-sensitive notice			X		
Voting					X
Board of Directors actions					X

\* In accordance with applicable resolution

\*\* Followed up with email or mail communication as appropriate

#### **Electronic Mail.**

1. E-mail is the preferred method for most Association communications because of its low cost (free), ease of use, and almost instantaneous information transmission.
2. The Association will maintain an e-mail account specifically for Association business use only.

3. Only Association Officers, committee heads, and the Board of Directors may originate e-mail communications via the Association e-mail account.
4. Members are encouraged to communicate with the Association officers and the Board of Directors via the Association e-mail account when appropriate.
5. E-mail addresses provided by Members to the Board of Directors will be treated and maintained as private and not for further distribution.
6. Association Members can opt-out of e-mail communications and instead receive information via us mail. However, most of our communications are not mandated by state statutes or our governing documents and are likely to be transmitted only via e-mail to save money.

**NCLHA Member Directory.** The Association shall maintain a Member Directory to facilitate communications.

1. The Directory shall include every Member's name, lot number, postal address, e-mail address and preferred telephone number.
2. The Association generally will request Directory updates via its Notice of Assessment sent annually to each Member.
3. The Association will distribute the Directory to all Members annually along with the annual meeting minutes.
4. No information related to tenants or other non-Member residents shall be included in the Directory without written request and subsequent approval by the Board of Directors.
5. The Directory shall carry the following disclaimer, "This Directory exists solely for the purpose of noncommercial communication within the Association. Any sharing of its content, in whole or in part, outside the Association or for any other purpose without the express written permission of the Board of Directors and affected Association Member(s) is prohibited."
6. Members may decline to have their e-mail address and/or telephone number distributed via the Directory by written request to the Board of Directors.

## **North Creek Landing Homeowners Association**

### **E-Mail Opt-In Form**

Dear NCLHA Member:

In our continued efforts to improve our Association operations, we encourage all Members to Opt-In to receive most Association communications via e-mail. By Opting-In you will:

- Help save Association money used for postage, mailing supplies, and copying costs.
- Make communications with the Board of Directors and Officers far easier.
- Receive communications much faster.
- Receive all Association communications including those that are not mandated by state statutes or our governing documents.

If you agree to Opt-In to receive Association communications via e-mail, please provide the following information, sign the form, and return it to:

NCLHA  
c/o Keith Quinton  
1125 North Creek Drive  
Belhaven, NC 27810

I agree to e-mail communications with the North Creek Landing Homeowners Association.

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: All communications mandated by our Governing Documents or North Carolina Statute to be sent via mail will be sent by traditional mail as they apply.