



## **Policy ADM-04**

# **ELECTRONIC DISTRIBUTION OF NOTICES AND INFORMATION**

### **1.0 REFERENCE(S)**

- Board Motion 2004-066
- Board Motion 2005-017

### **2.0 PURPOSE**

ISHOA recognizes the broad usage of electronic communications by residents and the cost of postage for mailing hard copy information to residents. The board adopts the following policy to balance these forms of communication.

### **3.0 POLICY**

- 3.1 Unless another form of distribution is required by law or the governing documents of ISHOA, distribution of notices, documents and other information ("Documents") to members may be made electronically, by sending such documents to an electronic mail address provided by the member to the ISHOA ("electronic mail"), or by posting such documents to the ISHOA website and notifying members by electronic mail that such documents have been posted.
- 3.2 Because not all members have electronic mail, when such documents have been sent electronically or posted to the web site, copies shall also be made available at the guard house of Indian Summer Golf and Country Club or at the ISHOA kiosk, and notice that such documents are available shall be posted at the gate house or kiosk in a manner that is viewable from Troon Lane.

### **4.0 RESPONSIBILITY FOR POLICY**

The Board or its delegate is responsible for enforcing, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

### **5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS**

**05/19/2005**, Original Policy 2005-17, Board Motion 2005-17, effective immediately.

**03/19/2015**, Reformatted and renumbered policy to ADM-04 (per new policy ADM-01, Policy Numbering and Format), Board Motion 2015-011.