

SUMMER WIND HOMEOWNER'S ASSOCIATION

5 Cassidy Drive Saratoga Springs, New York 12866

COMMUNICATIONS GUIDELINES

The key to any effective organization is communication. To assure effectiveness and efficiency in communication to Summer Wind HOA members, the Board of Directors will utilize several methods of communications primarily electronic means via email and the association's website. Homeowners who do not have access to a computer should contact the Board of Directors at 5 Cassidy Drive to arrange for an alternative method of receiving communications.

Email Communications

Each resident has an email address integrated with the association's website. In addition they are encouraged to provide their preferred email address to the association's webmaster.

The following are the types of communications that residents will receive via email:

- Billings for Homeowner's Association fees.
- Periodic and Annual Reports
- Annual and Special Meeting Notices and information
- Notices for lawn management and snow plowing.
- Top of the Hill and other social notifications.
- Public safety alerts from city police and fire departments.

All email communications to the full membership will be approved by the President of the Board of Directors or her/his designee.

Website Communications

The Association's website is a primary source of information for residents of the Summer Wind Homeowner's Association (www.summerwind-hoa.com).

The Board of Directors has responsibility for all content on the website. The President of the Board of Directors, or her/his designee, will work with the Webmaster to assure the authenticity of all information posted on the website.

- The President of the Board of Directors, or her/his designee, will approve all postings on the website.
- Second source postings will reference the originating internet address for the information.
- The Web Master will be the only individual with authority and access to edit, add or remove information on the website.

Print Communications

Communications may be delivered or mailed upon the written request of Members who do not have access to a computer. Requests must be mailed to Summer Wind Homeowners' Association at 5 Cassidy Drive, Saratoga Springs, NY 12866

Resident Contact Information

Each resident is responsible for providing and updating contact information including preferred email addresses, home and cell phone numbers, emergency contact and the address where you wish to receive mail if not a Summer Wind address.

Adopted by the Board of Directors 07/12/18

Revised by the Board of Directors 09/18/19

Revised by the Board of Directors 4/15/21