

## Sea Colony Communication Policy

Dear Sea Colony Homeowners,

We are writing to clarify policies around the issue of email notifications coming from the Sea Colony HOA and to allow residents to opt out of any emails they prefer not to receive.

### Categories of Email Communication

Basically, there are three categories of emails related to Sea Colony that you may have received in the past:

- 1) Emails from the board—notices of board meetings, minutes of board meetings, memos from the board re HOA policies, updates from the board regarding ongoing projects, communication from management on behalf of the board, etc. These emails will note in the subject line **“Board Communication”**
- 2) Notices of events, communication from various Sea Colony committees (especially the Social Committee), and the Sea Colony newsletter “Seabreeze”. **These emails will note in the subject line “Sea Colony Community Updates”**
- 3) Communication from individual members of our community with local news or announcing local events that may be interesting or worthwhile but are not directly tied to Sea Colony—for example, notice of Hammock Community Association or Friends of A1A meetings, events at Bing’s Landing or Washington Oaks, etc. **These will note in the subject line “Resident News and Updates”**

If you received this email, that means you are on our master email list, and we will assume you wish to continue receiving all emails as noted above. However, if you want to opt out of any or all of the emails please complete the form below and return to the office. You can also send an email to Renee noting your opt out preferences. We advise you to think carefully before you opt out of the Board Communication (#1 above) because we use that email to keep you apprised of Board activity as well as any Board emergency notifications and communication from the management.

## Opt out

\_\_\_\_\_ I do **not** want to receive any **Board Communication** emails and understand that I may miss important Board Communications by doing so.

\_\_\_\_\_ I do **not** want to receive any **Sea Colony Community Updates** including emails about Sea Colony social events and other items of interest, such as the Sea Breeze publication.

\_\_\_\_\_ I do **not** want to receive emails designated **Resident Updates**

If you opt out to receive emails in any of these categories, we will remove your email address from the list for that category. You will continue to receive emails from the other categories.

### **Individual Communication Policy**

Homeowners do not have access to the Sea Colony email lists. They can request that emails be distributed by the office as noted above. They can also email about community events to their own personal email contacts. In either case the following policy applies:

“No individual homeowner has the authorization to use the name “Sea Colony” in the title of their newsletter or news update. A homeowner or resident publication should include a disclaimer, prominently located on the front cover or cover page, which clearly states that the newsletter or news update is unaffiliated with the Association, and the Association has not authorized or contributed to any of the content contained in the newsletter or news update.”

### **Updating or Adding Email Addresses**

You can update or add an email address by contacting the Sea Colony Office. You can also indicate any changes below. Note if it is a new address or a change of address.

Name \_\_\_\_\_ Email address \_\_\_\_\_

We hope this clarifies our email policy and also gives you the opportunity to receive from us only the emails you wish to receive.

Thank you,

Sea Colony HOA Board of Directors