

**Beachwood Villas Condominium Owners Association
COMMUNICATION POLICY**

General

- Letters, faxes and emails will be accepted at any time, but will be held for discussion until the next regular directors meeting, unless of an emergency nature.
- All correspondence will be sent via email unless otherwise requested by an owner, required by law, or deemed appropriate by the Association.

Address Roster

- A listing of owners will be maintained, updated, and distributed to all owners periodically.
- The privacy of owners will be respected. No information other than an owner's last name and unit number will be published. Exception: The directors and the bookkeeper will have a complete list. A complete list will also be maintained in the association office.

Amendments, Waivers, and Voting Proxies/Ballots

- Information and documents will be provided to all owners no more than sixty days or less than seven days prior to the call for vote. Such information will contain the date by which Proxies/Ballots sent by U.S. mail must be received to be part of the official vote count. Faxed votes will also be accepted provided they are received by the date specified to be part of the official vote count.

Transmittal of association and director meeting minutes

- Minutes of the Association Quarterly and Annual meetings will be sent to owners via email or U. S. mail with the succeeding Quarterly meeting notice. These minutes will be posted on the Association website following review by the Directors.
- Minutes of director meetings will be transmitted via email, following their approval, to those who have requested them. Such requests will be honored beginning with the first set of minutes available following the initial request, unless otherwise specified.
- Paper copies of director minutes will be provided upon request. The cost for such copies will be billed to the owner. The charge will be fifteen cents per page copied (letter size) and twenty cents per page copied (legal size). Due to the absence of office staff there may be a two-week delay between the request and document production.
- Minutes of any Executive Session of the Directors will not be available. Executive session refers to discussions of a very sensitive nature, such as owner credit and collection, employee dismissal, performance reviews, and compensation.

Requests for Association Records (Based on Ohio Revised Code 1702.15)

- The following documents are available for owner inspection: balance sheets and income statements, accounts receivable, bank statements, executed

contracts, including insurance information, owner names and unit numbers (excluding mailing and email addresses).

- The following documents are not available for inspection: time sheets, pay rates, job applications, performance appraisals, legal correspondence, owner files, and such other documents which may invade owner or employee privacy, as determined by the Directors.
- Upon written request by an owner, arrangements will be made for the owner, or a designated representative (lawyer or accountant), as specified in the written request, to review association documents. The request shall include the purpose for which the documents are being requested.
- Document review will be conducted in the association office during normal business hours (Monday through Friday between the hours of 8 a.m. and 4 p.m.) and will be subject to the availability of a director. The owner will be required to sign the record request log.
- Copies of the full Records Request policy and the Request Form can be found on the website (bvcoa.com) or obtained by contacting the Association office.
- Should copies of any documents be requested, the charge will be fifteen cents per page copied (letter size) and twenty cents per page copied (legal size). Due to the absence of office staff there may be a two-week delay between the request and document production. An administrative fee may also be applied.

Mailing Information

- All mailings will be sent to the owner address of record (the first address listed in the Roster) unless the association has been otherwise notified. Such notification must be made on the Temporary Change of Address form, which can be obtained from the office and is also available on the website (bvcoa.com). The Temporary Change of Address form must be submitted at least two weeks in advance and must be submitted each time a mailing change is made.

This Policy was reviewed by Kaman & Cusimano.

Updated/Reviewed 1/15

