

DRAFT

Beachwood Villas Condominium Owners Association COMMUNICATION POLICY

General

- Letters 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.
- Draft responses, as appropriate, will be researched, prepared, reviewed, and approved by a majority of the directors at their regular meetings.
- Responses will be sent by email or U.S. mail if requested, unless of an emergency nature.
- U. S. mail will be used for distribution of legal notices, notification of regular and special called association meetings, and such other materials as determined appropriate by the trustees.

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 or appropriately signed email 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 posted on the website, bvcoa.com, and will be sent via U.S. mail upon request.
- Minutes of the four most recent director meetings will be posted on the website, bvcoa.com, following their approval.
- 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).
- 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.

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

- The following documents are available posted on the website, bvcoa.com: balance sheets and income statements, and accounts receivable.
- Bank statements, executed contracts, including insurance information, owner names and unit numbers (excluding mailing and email addresses) are available for inspection upon request.
- 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 obtained by contacting the Management Company.

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 management company 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.

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