

# STONEYBROOK VILLAGE OWNER ASSOCIATION COMMUNICATIONS POLICY

The Stoneybrook Village Owner Association (SVOA) communicates with SVOA owners and residents to conduct official association business and to inform owners and residents of association information and community activities. All SVOA communications shall be from the SVOA Board or Willamette Community Management (WCM), the SVOA management company. Communications may be received by owners and residents either by email or postal mail. The SVOA Board prefers that communications be conducted by email to reduce costs.

The SVOA Communications Committee serves the Board by greeting new residents, publishing a directory of single family residents, and helping to secure resident approval and preference for receiving SVOA communications and listing in the directory.

## Email Communication

Owner and resident email addresses are used strictly for Stoneybrook business affairs. All exceptions must be approved by the Board. All email address lists are maintained by Willamette Community Management. The email lists are not available to anyone else and reside only on Willamette Community Management computers.

## Owner and Resident Communication Preferences

SVOA owners have the option to receive SVOA Financial communications and SVOA Board communications by email (SVOA Board preferred option) or by postal mail. SVOA residents who are not owners have the option to receive SVOA Board communications by e-mail or postal mail. The information included is given below. SVOA owners and residents must state their preference for receiving communications on a form provided to them by WCM or the SVOA Communications Committee.

Every month an SVOA Board communication will be sent that includes Board meeting minutes, Association Information, Happenings as well as any other information approved by the Board. Prior to each Board meeting an SVOA Board communication will be sent by email only with the agenda for the meeting.

SVOA Financial Communications	SVOA Board Communications
To: All owners	To: All owners and all residents who are not owners.
Official Financial Communications: <ul style="list-style-type: none"> <li>• Quarterly statements</li> <li>• Other financial items</li> </ul>	Official Board Communications: <ul style="list-style-type: none"> <li>• Board Meeting agendas (email only)*</li> <li>• Board Meeting minutes</li> <li>• Membership meeting announcements</li> <li>• Ballot meeting announcements</li> <li>• Association Information (compiled by Communications Committee)</li> <li>• Happenings (compiled by Activities Committee)</li> <li>• Other communications explicitly approved by the Board</li> </ul>
Expect emails from: <a href="mailto:statements@svoa-corvallis.org">statements@svoa-corvallis.org</a> SVOA Financial (nickname)	Expect emails from: <a href="mailto:secretary@svoa-corvallis.org">secretary@svoa-corvallis.org</a> SVOA Board (nickname)

\*Available at Clubhouse posted on front entry window and/or the SVOA Bulletin Board