

OWNERS ASSOCIATION OF ELK MEADOWS ESTATES, INC

POLICY REGARDING THE ACQUISITION AND DISTRIBUTION OF PRIVATE CONTACT INFORMATION

The purpose of this policy is to provide a procedure for procuring and distribution of owner contact information in accordance with privacy interests. This policy is in compliance with Colorado Revised Statute §38-33.3-209.5, and the Articles of Incorporation and Bylaws of the Association.

ACQUISITION AND DISTRIBUTION OF PRIVATE CONTACT INFORMATION

1. The Board of Directors is responsible for maintaining a current directory of the membership in order to distribute information and documentation for the conduct of business. A membership list, or any part of that list, may not be:
 - a. Obtained or used by any person for any purpose unrelated to an owner's interest as a lot owner.
 - b. Used to solicit money or property from owners.
 - c. Used for any commercial purpose.
 - d. Sold to or purchased by any person.
 - e. Given by an owner to any person who is not an owner.
2. As a courtesy to the membership the Board of Directors has the authority to compile, publish and distribute an Owners Directory to the membership. Said publication can be done yearly or as needed.
 - a. Said directory may only hold the contact information provided by each owner in writing, along with their written consent to the publication of their information in the directory.
 - b. This written consent shall be kept as a record of the Association and remains valid until the owner withdraws it by providing the Association with a written notice of withdrawal of the consent.
 - c. If an owner withdraws their consent, the Association is under no obligation to change, retrieve, or destroy any document or record published prior to the notice of withdrawal.
 - d. In the event an owner requests that the Board of Directors provide owner telephone numbers or email addresses for an owner not in a current directory, the Board of Directors may not provide that information.
 - i. The board may act as a communication go-between with no obligation to do so or liability for doing so.
3. The board shall review this policy annually. The board may amend this policy when such a modification is deemed to be in the best interests of the Association.

The undersigned, being President of the Owners Association of Elk Meadows Estates, Inc., certifies that the foregoing Acquisition and Distribution of Private Contact Information Policy was adopted by the Board of Directors of the Association at a duly called meeting of the Board on March 2, 2019, and in witness thereof the undersigned has subscribed his/her name.

Owners Association of Elk Meadows Estates, Inc.

By: Belinda KM Chisholm, President (Signature on file) _____

As per #3 above, this policy has been reviewed on March 31, 2024, by the Board of Directors.
Board signatures on file

No amendments were necessary, but formatting was corrected and performed by Pam East.

In an effort to simplify version control, from this date forward, all policy reviews will be tracked via a tracking document and kept on file rather than changing the review date on each policy every year, with the exception being any policy that requires amending.

Amendment tracking information:

Date	Amendment Details