

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

**BOARD POLICY
EMAIL REGISTRATION POLICY**

Revision 2

05/23/2019

WHEREAS , pursuant to Section 209.0051(e) of the Texas Property Code, the Board of Directors of Stonebridge Ranch Homeowners Association, Inc. (the "Association") is permitted to send notice of Board meetings to the members via e-mail to each owner who has registered an e-mail address with the Association ; and

WHEREAS, pursuant to Section 209.0051(f) of the Texas Property Code, it is an owner's duty to keep an updated e-mail address registered with the Association.

NOW, THEREFORE, IT IS RESOLVED, the following procedures and practices are established for the registration of e-mail addresses with the Association, and the same are to be known as the "Email Registration Policy" of the Association.

1. Purpose. The purpose of this Email Registration Policy is to facilitate proper notice of regular and special Board meetings of the Association pursuant to Section 209.0051 (e) of the Texas Property Code and facilitate the general sharing of public information via official Association email blasts.
2. Registration to Receive Notification of Meetings. Each owner is responsible to register his or her e-mail address with the Association if he/she desires to receive email notifications of meetings, and it is the owner's responsibility to keep his or her registered e-mail address up-to-date and accurate. In order to register his/her email address, the owner must access the website for the Association's management company, RTI Community Management Associates, Inc., which is located at <https://cma.cincwebaxis.com/>, and properly fill out the registration form on that website. Please allow seven (7) business days from submission of an e-mail address for the Association to update its records. *Correspondence to the Association and/or its property manager from an email address or by any method other than the above-designated website is not sufficient to register such email address with the Association.*
3. Failure to Register to Receive Notification of Meetings. In the event an owner fails to register and/or maintain an accurate e-mail address with the Association in order to receive notices of meetings, the owner may not receive e-mail notification of regular and special Board meetings. The Association has no obligation to actively seek out a current e-mail address for each owner. In addition, the Association has no obligation to investigate or obtain an updated e-mail address for owners whose current registered e-mail address is returning an e-mail delivery failure message/undeliverable message.
4. Registration for E-News. If an owner wishes to receive Stonebridge Ranch E-News, an official publication of the Association which is released on an as-needed basis (typically bi-weekly) to share public information of general interest to residents, the owner must voluntarily register his/her email address using the "Stay Connected" sign-up form located at the bottom of every page of the website www.stonebridgeranch.com.

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5. Failure to Register to Receive E-News. In the event an owner fails to register and/or maintain an accurate e-mail address with the Association for the purpose of receiving E-News, the owner may not receive e-mail notification of general public information regarding day to day operations of the Association. The Association has no obligation to actively seek out a current e-mail address for each owner. In addition, the Association has no obligation to investigate or obtain an updated e-mail address for owners whose current registered e-mail address is returning an e-mail delivery failure message/ undeliverable message.

6. The owner can unsubscribe at any time from SRCA E-News by using the unsubscribe link that is provided at the bottom of every public information email. Policy is effective upon adoption incorporated herein by reference.

7. Definitions. The definitions contained in the Association's dedicatory instruments are hereby incorporated herein by reference.

8. Best Practices in the Collection of Email Addresses. The Association will follow these best practices in the collection of email addresses:
 - The Association will keep the owner's email sign-up information private and never share it with a third party.
 - The Association will use the owner's email sign-up information only to send the notice chosen voluntarily by the owner (notice of meetings and/or SRCA E-News).
 - The owner can unsubscribe at any time from notices of meetings by clicking the appropriate checkbox in their account at <https://cma.cincwebaxis.com/>.

9. REVISION HISTORY

REVISION	DATE	CHANGES
0	11/17/2011	Original
1	5/23/2019	Updated formatting, corrected definitions and websites, simplified wording, added Registration for E-News, and Failure to Register to Receive E-News, and added Best Practices in the Collection of Email Addresses.

IT IS FURTHER RESOLVED that this Email Registration hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on 23rd day of May 2019, and has not been modified, rescinded or revoked.

DATE: 05/23/2019


Board of Directors President