

A Pocono Country Place POA, Inc.

POLICY RESOLUTION: BOARD CORRESPONDENCE **NO: A-006**
SUBJECT: **Communication from Board Members**
DATE APPROVED: **April 17, 2010**
DATE(S) REVISED: **PAGE: 1**

Purpose: The purpose of this policy is to identify how communications directed to the Board of Directors should be answered. Additionally it is to outline how Board members should or should not respond to any correspondence, via regular mail, via email or via public forums, during their tenure as a Board member. This policy is to protect the Association and the entire Board from comments made by individual Board members being perceived as a formal responses from the entire Board or the Association.

Correspondence: Correspondence for the purposes of this policy refers to, but is not limited to the following: regular mail, email, faxes, scanned documents, forum participation.

1. Correspondence to the Board. Any correspondence to the entire Board should be directed to the Community Manager's office. No Board member should answer any correspondence directed to the entire Board personally. If any correspondence addressed to the entire Board is received by ONE (1) Board member, or selected Board members, it must be submitted to the Community Manager's office to be distributed to the entire Board to be addressed and responded to accordingly.
2. Correspondence to Individual Board Members. Any correspondence received by individual Board members regarding any Association business, or matters relating to the Association in any way, must be brought to the entire Board's attention. Board members should not personally respond to Association business with individual homeowners, or groups. All correspondence made to homeowners by Board members are NOT permitted as they do not necessarily reflect the opinions of the entire Board or the Association. This is with regards to Association business or matters only, and has no bearing on personal correspondence.
3. Responses from the Board. All official responses will be generated on behalf of the Board from the Community Manager's office after a consensus for the response is agreed upon by the entire Board, either during a Board meeting, during a Board workshop or via consensus over email.