

Echo Mill Neighborhood Association, Inc.
Procedures for Electronic Communication

The Third Amendment to the Bylaws of the Echo Mill Neighborhood Association, Inc. gives the Association the right to use electronic methods to communicate with the Members. These procedures define how that communication will occur for Members who consent to using Electronic Communication.

1. The only form of Electronic Communication used by the Association will be email.
 - a. Members who do not consent to Electronic Communication will communicate with the board using the other methods specified in our governing documents. The primary method will be US Mail.
 - b. Members who consent to Electronic Communication must provide a working email address to be used for Electronic Communication and are responsible for notifying the Association if that email address changes.
 - c. The content of emails sent by the board may reference information on the Association's website (www.echomill.org) or the website of the Association's property manager instead of:
 - i. attaching information to the email
 - ii. including information in the body of the email
2. The Association may use email for all communication to Members except the following:
 - a. Notice of the Annual Meeting
 - b. Notice of Special Meetings of the Membership
 - c. Assessment notices
 - d. Account statements
 - e. Violation notices
 - f. Notice of fines, fees, interest and other charges
3. The Members may use email to communicate with the Association for the following purposes only:
 - a. Responding to violation notices
 - b. Requesting to appeal a violation
 - c. Informing the Association of the intent to correct violations
 - d. Providing supplemental information requested by the Architectural Review Committee (ARC).
 - i. All ARC requests will continue to be submitted either in writing or via the Association website (www.echomill.org).
 - e. Delivering scanned images of documents requiring a Member's signature. This includes, but is not limited to:
 - i. Proxies
 - ii. Consents