

# Travis Landing Property Owners Association (TLPOA)

## Email Acceptable Use Policy

This Policy is intended to provide guidance to the TLPOA community to help ensure the acceptable use of the TLPOA email communications lists. **If it is determined that you have misused the TLPOA email lists, your email may be moderated, and/or your email list membership may be revoked at the discretion of the Technology Committee (see Policy Violations below).**

### ***Inappropriate Uses of ALL Email Lists:***

- Harmful, offensive or harassing emails against named or identifiable individuals
- Emails for business gain/purposes (crafts parties, events, garage sales, vendor recommendations, and the like are allowed on *notices@tlpoa.org*)
- Chain letters, jokes, indecent remarks or videos
- Emails with a Cc or Bcc to *notices@tlpoa.org* or *business@tlpoa.org*
- Promotion of political/religious viewpoints
- Posting of emails unrelated to TLPOA community
- Personal diatribes or blogs
- Forwarding conversations by others

TLPOA maintains three types of email lists: **business, committees, and community**. Each type of list supports minor policy variations to support their needs.

### ***Business Email List: business@tlpoa.org***

The *business@tlpoa.org* email list is intended for one-way communications from the TLPOA Board of Directors to the property owners of Travis Landing. Only TLPOA Board members have rights to post to this list. However, Board members may be moderated at the discretion of the President. All TLPOA property owners are required to be members of this email list for legal reasons

### **Guidelines for Acceptable Use of *business@tlpoa.org* email list:**

- Emails must be relevant to the business matters and /or events of TLPOA.
- Emails may consist of lengthy content for informative purposes.
- Emails may only be posted by TLPOA Board members.
- Responses to business email may be redirected to the TLPOA Board, committees, discussions email list, or to the TLPOA forums.

### **Examples of Appropriate Uses of *business@tlpoa.org*:**

- TLPOA meeting invitations and agendas.
- Notification that meeting minutes have been posted on the Forums.
- Requests for volunteers for TLPOA projects.
- Notification of significant TLPOA projects/expenditures and solicitation of feedback from property owners as deemed appropriate by the TLPOA Board.
- Distribution of TLPOA newsletter and other electronic documents at the discretion of the TLPOA Board.

### ***Committee Email Lists:***

- *board@tlpoa.org*: TLPOA Board of Directors
- *parks@tlpoa.org*: TLPOA Parks Committee
- *architecture@tlpoa.org*: TLPOA Architecture Committee
- *web@tlpoa.org*: TLPOA Technology Committee
- *treasurer@tlpoa.org*: TLPOA Treasurer and team
- *nominating@tlpoa.org*: TLPOA Nominating Committee
- *Additional lists may be created as desired by the TLPOA board and committees.*

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The TLPOA Committee Email Lists are designed for communication to and within the teams and are archived by the email system. Non-members can send to the lists but their initial (and possibly subsequent) email will be moderated to prevent spam. Acceptable senders can be set for “Always Approved” for subsequent email (at the discretion of the Technology Committee).

TLPOA Board/committee members should use these lists for team communications. They may also be used by TLPOA community and external senders to reach the committees.

The *treasurer@tlpoa.org* email list is used to support the TLPOA Treasurer. Using an email list allows for better archiving, transparency and coverage of this important TLPOA function.

### **Guidelines for Acceptable Use of Committee Email Lists:**

- Emails should be relevant to the target TLPOA committee.
- Language should be clear and direct.
- Discussions are encouraged on committee email lists.

### **Examples of Appropriate Uses of Committee Email Lists:**

- TLPOA committee meeting invitations and agendas
- Discussions of committee projects and concerns
- Review of internal committee issues
- Expression of support or concern by TLPOA community members
- Contact of committees by external persons

### **Community Email List: *notices@tlpoa.org* (aka *neighbors@tlpoa.org*)**

The *notices@tlpoa.org* email list is designed for open membership within the TLPOA community including property owners, their family members and renters. It is intended for limited communications within the community.

### **Guidelines for Acceptable Use of *notices@tlpoa.org* email list:**

- Emails must be relevant to the Travis Landing community.
- Language should be clear and concise: no lengthy discussions.
- Emails should be respectful and polite.
- This list is NOT to be used as a platform for complaints, diatribes or personal blogs.

### **Examples of Appropriate Uses of *notices@tlpoa.org* E-mail list:**

- Neighborhood Notices (e.g. garage sales, social events, lost dogs, lost/found)
- Neighborhood News (e.g. new babies, new neighbors, deaths)
- Park Information (news, burn bans, events)
- Neighborhood Services Soliciting/Recommendations (e.g. handyman work, plumbing, babysitting)
- Neighborhood Watch Alerts

### **Community Email List: *discussions@tlpoa.org***

The *discussion@tlpoa.org* email list is intended for two-way communications between members of the TLPOA community and was created to support productive dialog because the “notices/neighbors” email list does not allow lengthy discussion (by policy). Persons sending lengthy conversations to the *notices@tlpoa.org* list will be re-directed to *discussions@tlpoa.org* by the moderators.

### **Guidelines for Acceptable Use of *discussions@tlpoa.org* email list:**

- Emails must be relevant to the TLPOA community and may consist of lengthy discussions for informative purposes.
- Emails soliciting dialog with other TLPOA community members should be clear and respectful

## **Travis Landing Property Owners Association (TLPOA)**

### **Email Acceptable Use Policy**

- Emails should not contain personal diatribe.

#### **Examples of Appropriate Uses of *discussions@tlpoa.org*:**

- Discussion or expression of concern over TLPOA matters.
- Development of ideas and projects of interest to TLPOA.

#### **Policy Violations**

If the Technology Committee determines that an email violates the Email Acceptable Use Policy, the sender will receive a written warning that access to one or more of the email lists may be revoked for a fixed period, ranging from one month for a first offense up to permanent suspension for continued abuse. The sender will have the right of appeal that can be submitted in writing to either the Technology Committee Chair or the TLPOA President to lift the suspension.

**IT IS FURTHER RESOLVED** that this Email Acceptable Use Policy is effective upon adoption hereof, to remain in force and effect until revoked, modified, replaced, or amended. This policy replaces any previously adopted Email Acceptable Use Policy.

This is to certify that the foregoing resolution was adopted by the Board of Directors on December 13, 2016.