

Community Email Communication Facility

BACKGROUND

Community-4sam email was established by the Board of Trustees in 2009 to provide a conduit for the distribution of information from the Board of Trustees, the Board's management company, and the Board's various committees to the homeowners of Four Seasons at Mapleton. The Board was asked by the community for permission to post to the Board's email facility. Since community-4sam was and is an integral instrument of the HOA Corporation, legal concerns had to be considered. Therefore, the Board agreed to permit the use of the email facility provided specific rules were followed. The rules were formulated to protect the HOA Corporation and its officers from the legal consequences of misuse.

RULES FOR USAGE

All residents are welcome to use the email facility to provide information of value to the community. **Community-4sam is not a chat room nor is it a forum. Posting privileges will be revoked for failure to abide by the purpose of this facility as indicated above and for failure to abide by the terms of service which are listed below.** Remember, whenever you use any email service to denigrate or ridicule anyone you may be legally held accountable by the offended party if it is determined you have caused them social, or monetary or mental damage.

DO send messages that are of particular importance to Four Seasons homeowners.

DO ask questions, offer things for sale (non-commercially) or give-a-ways, make announcements, etc. (A photo attachment may be used to describe the item.)

DO announce special events, but please include the sentence **"This is not a Social Committee function"** in a prominent place in the announcement.

DO NOT send messages that are political, religious, sexual, racial or defamatory. **DO**

NOT send messages which advertise or solicit for a business.

DO NOT stir up controversies! Question concerning the HOA and its operations should be directed to Management or the Board who are in a position to address them.

DO NOT clog other community member's mail boxes with attachments. Small attachments are currently acceptable.

DO NOT send emails that you are forwarding from others. If the message is important, please edit it and then copy it into a new email message.

DO NOT include Community-4sam in a distribution list. **DO**

NOT post copyrighted material.

ATTACHMENTS AND JOKES

How people respond to a joke varies person to person therefore only share jokes with that small group of friends who might enjoy them. **Use your personal distribution list for this purpose, not this email list.**

Large attachments may be rejected by your internet service provider. This also applies to sending pictures. Today's cameras create very large file sizes. It is a good practice to reduce the image file size prior to sending the picture.

PROCEDURE TO ACCESS FILE SITE

For Community-4sam members who want to access the Board file site you will need a Google account. Please follow the steps below.

First: Go to <https://www.google.com/accounts/login> and click on **create one for free**. **Create the account using the email address you use on Community-4sam as the primary email address. This is important since only Community-4sam users have access to the files. Be sure to acknowledge the confirmation email from Google.** If you have an existing account under a different email address it is best to open a separate new account if the existing account was opened using an address other than your community-4sam email address as the **primary address**. **Second** place the URL <https://sites.google.com/site/fourseasonsatmapleton/> in your browser, bookmark, and login using your **Community-4sam email address** and your Google account password. Files on the site are in pdf, portable document format. You will need Adobe Reader on your computer to view the files. The reader is available free from Adobe.com

For assistance in accessing the email facility please contact the website manager, Bob Horton.

HOW TO SEND A MESSAGE

When you want to send a message to the entire group the email address is:

Community-4sam@googlegroups.com

Replies to your message will be sent to you. If you wish to reply to a message **DO NOT USE THE REPLY TO ALL** button on your email tool; only use the **REPLY** button. If you find a reply that you think **is of value** to the community at large, edit and paste it into a new message and send it to the community. Many messages sent to the community are seeking specific information so those who have the information need only to reply to the requester by using the **REPLY** button on their email tool.

PROCEDURE WHEN RULES ARE VIOLATED

The server manager will inform the resident and the Board liaison of a violation. The server manager must act to avoid complaints to Google in an effort to protect the HOA.

If a second violation occurs, email privileges will be revoked for a minimum of 90 days and the person will receive a written statement informing them of their violation and the fact that their privileges are now revoked.

Note: The ability to receive messages from the server is not denied, except at the direct request of the member as required by Google.

PROCEDURE FOR REINSTATEMENT

A resident who had their privileges revoked may request to be reinstated by sending an email to the Site Manager **and** the Board Liaison requesting to be reinstated. The resident will be required to sign a form stating they will abide by all the rules and regulations governing the website. Upon receipt of the signed statement by the server manager privileges will be restored.

If a violation of the rules occur after the resident has been reinstated, the resident may have their email privileges permanently revoked.

