

Rafter J Ranch Homeowner's Association Privacy Policy

A. Application

The manner and circumstances that allow the Rafter J Ranch Office and Directors to release personal contact information (postal and e-mail addresses and telephone number) is established by this policy. This policy attempts to balance privacy concerns against the legitimate needs to facilitate communication among the residents and property owners on issues of common interest and with the Homeowner's Association Board Directors and employees of the Association. In general, contact information should not be released unless there is a specific, Rafter J Ranch-related business reason to do so.

B. Directors

1. Contact with a Director shall normally be arranged through the Rafter J Ranch Office. The Office shall relay the information to the appropriate Director.
2. The Board of Directors may identify a contact person, normally, but not necessarily the acting President, to field requests for Director contact information. If a contact person has not been specifically identified, the contact person shall be the acting President. This contact person has the authority to release Director contact information if, in the contact person's opinion, it serves to benefit the Board or Ranch J Ranch activities. Different contact persons may be designated for separate subjects.

C. Property Owners and Residents

1. In general, no property owner or resident contact information shall be provided to any party who is not a property owner or current resident.
2. Property owners or residents contact information shall not be released to any party except for the express purpose of contacting those listed on behalf of Rafter J Ranch.
3. Contact information for property owners and residents may be released to other Rafter J Ranch property owners or residents on an individual basis for Homeowner's Association-related purposes, such as, but not limited to violations of the Association Covenants, Conditions, and Restrictions, the Bylaws, or the Rules.
4. Requests for owner or resident contact information shall normally be handled by passing the request on to the owner or resident and suggesting that they respond to the request as they see fit. The Rafter J Ranch Office and Directors should normally avoid being a "go-between" in such action beyond the initial passing of the request.

D. Employees

1. Employees may be contacted through the Rafter J Ranch Office; thus no employee contact information other than for the Rafter J Ranch Office should be released.

2. The maintenance person's cellular telephone number may be released as necessary to facilitate the activities of Rafter J Ranch including reaction to emergency situations.