

## QUAIL HOLLOW WESTLAKE HOMEOWNERS ASSOCIATION, INC.

## E-MAIL REGISTRATION POLICY

**WHEREAS**, the Board of Directors (the "Board") of Quail Hollow Westlake Homeowners Association, Inc., (the "Association") wishes to adopt reasonable guidelines to establish an E-mail Registration Policy for the Association which shall be effective upon recording; and

**WHEREAS**, the Board wishes to adopt these reasonable guidelines regarding the Association's rights and intent to use e-mail and other electronic forms of communication for the purpose of noticing Members of the Association; and

**WHEREAS**, the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.005 of the Texas Property Code; and

**WHEREAS**, this policy may be amended at any time and from time to time by the Declarant or the Board of Directors by Resolution to comport with industry standards, to amend or revise provisions of the policy as may be deemed necessary and in the best interest of the Association. Notwithstanding, should any ambiguity or conflict occur regarding the intent of this Policy at any time, all Members are herein advised the interpretation shall always be in **FAVOR OF THE ASSOCIATION**. Any amendment or revision shall be made available to each homeowner and a copy placed on the Association's website if applicable.

**NOW, THEREFORE, IT IS RESOLVED** that the following guidelines for E-mail Registration Policy are adopted and established as follows:

Terms used but not defined in this policy will have the meaning subscribed to such terms in that certain Declaration of Covenants, Conditions and Restrictions for Quail Hollow Westlake Homeowners Association, Inc., if applicable and shall be recorded in each county in which the Subdivision is located and in compliance with Section 209.005 of the Texas State Property Code and as may be supplemented and/or amended from time to time:

1. **Purpose.** The purpose of this Email Registration. Policy is to facilitate proper notice of Board, Annual, Special, and other meetings of the Board and/or Members pursuant to Section 209.0051(e) of the Texas Property Code and additionally, to facilitate the announcement of other Association business or community events as they may occur.
2. **Email Registration.** Should the owner wish to receive all email notifications, it is the owner's sole responsibility to register his/her email address with the Association and to continue to keep the registered email address updated and current. To register an email address, the owner must provide their name, address, phone number and email address through the method provided on the Association's website, if any, or contact the managing agent of record and provide any information in writing.
3. **Failure to Register.** Under the Texas Property Code, an Association is required to notice Owners using only one (1) contact method. An owner may not receive email notification or communication of meetings should the owner fail to register his/her email address with the Association or the managing agent. Correspondence to the Association and/or managing agent must be in a form of writing. Written notice or e-mail notice sent from the Owner's e-mail address will be considered appropriate means of notification. No verbal requests for changes will be accepted. Property management companies overseeing rentals may not make changes to an Owner's address or other information without a signed authorization form received from the Owner.

4. **Amendment.** The Association may, from time to time, by Resolution of the Board, and as a stand-alone policy modify, amend, or supplement this Policy or any other rules regarding email registration and the way the Association chooses to notice Owners about meetings. This policy shall include all meeting types.

QUAIL HOLLOW WESTLAKE HOMEOWNERS  
ASSOCIATION, INC.  
A Texas non-profit corporation

DocuSigned by:

Sean Kane

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Sean Kane, Secretary