

Evergreen Village Cooperative. Inc. Communications Policy

The primary purpose of the Evergreen Village Cooperative Communications Policy is to maintain strong and effective communication between Board Members and the Membership and contracted parties of the ROC.

1. Any and all ROC communications (policies, meeting minutes, financial reports, memos and official notices, etc.) will not be shared with, or distributed to any members until they are part of the official Cooperative record.
2. It is strongly encouraged that all matters that require Board input or approval, be put in writing and placed in the communications box or emailed to evergreenvillagecoop@gmail.com (the ROC general email account). If Members or Non-Members need immediate assistance, they should contact the Property Manager by calling _____ (TBD).
3. All Board communications drafted for the membership shall be done only upon agreement by a vote of the Board of Directors.
 - a. The Board can authorize a single board member to draft a communication to the membership, and the draft must be reviewed and approved by the Board of Directors.
 - b. All authorized Board Communications must be signed by either the President or Secretary on behalf of the Board of Directors.
4. The **official meeting minutes** of each Board Meeting will be posted in a common area after the Board has officially voted to approve them and they have been entered into the official Cooperative record. Members may request a copy by email or in hand as per the ROC Bylaws.
5. Cooperative Policies that have been voted, approved and attested will be placed in the official Board of Directors ROC DOCS binder upon signing. Notice of any updated policies will be posted **within seven (7) days of approval** with information on how to obtain official copies of said policies. Members are encouraged to keep all policies of the ROC for reference to ROC governance.
6. Cooperative Bylaws and Rules amendments that have been approved by a vote of the membership, shall be provided by written notice to each household in the ROC with a notice of date effective.
7. Any authorized Board communications drafted to the Membership will be distributed by the **Property Management Company and** to all members at the same time.
8. All verbal communications from Members to any one or ROC Director must be documented and **communicated via email to all Board members within 72 hours (3 days)** of the conversation. Emergencies must be communicated to the Board of Directors and Property Management Company immediately and shall be ratified at the next meeting.

9. Any written communication received from any member(s) or non-members must be brought forth to the next Board meeting for input and entry into the minutes. If emergency action is warranted, the Board will be notified in writing of a summary of actions taken and the item will be ratified at the next meeting of the Board of Directors. This provision does not apply to petitions received by the Board of Directors, which shall be handled per the Bylaws of the Cooperative.

10. Only those who are appointed by the Board of Directors shall communicate or direct ROC contractors, vendors and employees. If a resident needs assistance, it should be brought to the attention of the Property Management Company.

This Communications Policy was approved and adopted on March 21, 2022.

The foregoing is a true and accurate account, attested by,

DocuSigned by:
Barbara Massarano
BFF686CB3FC0404
Secretary