



An educational resource provided by Advance HOA Management, Inc.

Electronic Communications

In our day and age of electronic communication via e-mail, PDA, text messaging and the like, we must remember that these forms of electronic communication create documents, just as if they were written in a paper correspondence and sent to the recipient via postal mail. The informal nature of e-mail and text messaging often results in informal and candid communications that would never be included in paper correspondence.

With that in mind, we all need to be reminded that any e-mail, text message or any other electronic document that refers to association business may be part of the association's records. Furthermore, all e-mails, text messages and electronic documents could be used as evidence for or against the association in the future.

Therefore, be cautious about what you say in your e-mails and any other electronic documents. Assume that electronic communications are on the letterhead of the association and/or Advance HOA and is part of the association records for all to view. Assume that the recipient will share your e-mail with another party. These assumptions will help us maintain a formal and professional approach to our business of *Moving Your Communities Forward*.

As has been suggested, boards should obtain an e-mail account that is for board-related business only. This action will provide an isolated location for all HOA-related items and reduce the chances of an entire computer system being subpoenaed for information. This is particularly important for those board members who use e-mail addresses from their place of work.

An educational resource provided by Advance HOA Management, Inc.