

**WESTVIEW ESTATES HOMEOWNERS ASSOCIATION  
EXECUTIVE BOARD RESOLUTION C-14**

**(Owners' Right to Contact Information Privacy)**

WHEREAS, Article XI, Section 5 of the Association's Bylaws and ORS 94.630 empower the Executive Board to adopt administrative rules, policies, and regulations governing the enforcement of the Association's Covenants, Conditions and Restrictions ("CC&Rs"), and to adopt regulations governing potential fines and assessments for violations thereof; and

WHEREAS, ORS 94.670(9)(b)(G) allows the Association to withhold from member examination the files of individual owners; and

WHEREAS, the Association has reasonably determined that the contact information (including, but not limited to, the phone number, email address, or regular mailing address) of an owner or a resident at an owner's lot is deemed confidential and part of an owner's personal file; and

WHEREAS, homeowners, residents, and members of the Association have a right to keep their contact information private, exempt from use for non-Association business, and exempt from any Association business not sent by or approved by the Executive Board; and

WHEREAS, the Executive Board has determined that some members or residents of the Association have engaged in sending out mass emails to all members and residents for private, non-Association related matters, or for Association related matters without final approval from the Executive Board, with individual email addresses visible to all other email recipients; and

WHEREAS, the Executive Board has determined it necessary for the protection of owners, residents, and members to keep owner contact information private and not used by members without permission, with the exception of the Executive Board for Association related matters through a blind copy secured email.

**BE IT RESOLVED BY THE EXECUTIVE BOARD:**

- A. The contact information of owners, residents, and members is deemed confidential information and part of a member's private file under ORS 94.670(9)(b)(G).
- B. It is a violation for a member to use the personal contact information of other Association members and residents without their permission for any non-Association related matters, or for Association matters that are not approved by the Executive Board and sent directly from the Executive Board using a secured system that protects the contact information from other members and recipients.
- C. Officers and committee members do not have the right to obtain or use the personal contact information of members and residents unless authorized by the Executive Board for a specific committee or Association purpose. Any personal file information obtained by an officer or committee member for a specific Association related purpose must either return those materials to the Executive Board, or attest to its destruction in writing (attestation by e-mail okay).
- D. Violating this Resolution C-14 is a Class B violation, and the violating member shall be subject to the corresponding fine as set forth in Resolution C-1 (Administration of CC&R's and Fines). The alleged violator will be provided a notice and an opportunity for a hearing as set forth in Resolution C-1 before a fine is imposed.
- E. A copy of this Resolution shall be distributed to all Members.

Michael G. Croff  
President

10/27/2022  
Date

Maureen A. Pointer  
Secretary

10/27/2022  
Date