

**PARK WEST COMMUNITY ASSOCIATION, INC.  
POLICY RESOLUTION 17-04**

**REGARDING POLICIES AND PROCEDURES FOR ELECTRONIC  
COMMUNICATIONS CONSENT FOR SPECIFIC ASSOCIATION DOCUMENTS**

**WHEREAS**, Section 55-515.3 of the Virginia Property Owners Association Act provides the capability for the association any signature, vote, consent, or approval required to be obtained under any declaration or bylaw provision or any provision of this chapter may be accomplished using the most advanced technology available at that time if such use is a generally accepted business practice; and

**WHEREAS**, Article VI, Section 10 of the Declaration sets forth the provision to establish ‘house rules’ to further clarify and focus specific actions,

**NOW, THEREFORE, BE IT RESOLVED THAT** the following policy and procedures are established and adopted for the Electronic Communications of Notices and Documents concerning the Association.

**1) TERMS**

- a) The name of the Corporation is the Park West Community Association.
- b) ‘Association’ and ‘PWCA’ are synonyms that refer to the Park West Community Association, its successors and assigns.
- c) ‘Declaration’ refers to the Declaration of Covenants, Conditions and Restrictions applicable to the properties recorded in the Office of the Clerk of Court, Fairfax County, Virginia.
- d) ‘Governing Documents’ refers to the Articles of Incorporation, the Deed of Dedication and Subdivision, the Declaration, the By-Laws, any Resolution, and the Rules and Regulations duly adopted by the Association.
- e) ‘Member’ and ‘Owner’ are synonyms that refer to every person or entity who is a record owner of a fee or undivided fee interest in any Lot which is subject by covenants of record to assessment by the corporation including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
- f) ‘Property’ refers to that certain real property as described in the Deed of Dedication and Subdivision and is composed of Parcels B1, C1, D1, H, K, L, M, O1, and P in Section 26; Kings Park West.
- g) ‘Lot’ refers to any plot of land shown upon any recorded subdivision plat of the Property, but with the exception of the Common Area and areas dedicated as public streets.
- h) ‘Board of Directors’ refers to the entity vested with the affairs of the Corporation.

- 2) The Board of Directors authorizes the electronic distribution of the following:
  - a) Notices of Meetings of the Board and of the Members
  - b) Notices of regular maintenance assessments and special assessments
  - c) New or updated resolutions
  - d) Updated rules and regulations
  - e) The Annual Budget
  - f) Newsletters
  - g) Other information currently posted to the website but not presently mailed to the Members.
- 3) In order for a Member to receive Electronic Communications, the Member must sign the Electronic Communications Consent Form (Exhibit A) and deliver the completed form to the Community Manager. Only one method of communications is authorized by Lot.
- 4) If Electronic Communications are sent to the Member, an officer or agent of the Association shall certify in writing that the Association provided such electronic communications as authorized by the Member.
- 5) All Electronic Communications shall be sent in the manner specified in the Electronic Consent Form until the Member specifically revokes the Electronic Consent Form and advises the Association in writing that all future notices and information are to be sent in the manner authorized by the Association governing documents and the state of Virginia law.
- 6) If the Association is unable to deliver two consecutive Electronic Communications and the inability to deliver the electronic transmission becomes known to the person responsible for sending the Electronic Communications, all subsequent notices and information shall be delivered by regular mail (or as otherwise provided for in the Association Governing Documents) until the Member updates his or her Electronic Consent Form.
- 7) The Association may elect to cease sending Electronic Communications to Members for any reason.

**RESOLVED** and adopted by the Board of Directors for the Park West Community Association at a duly convened meeting held on NOVEMBER 15, 2017 and incorporated into the Book of Resolutions of the Association.

By: Mark J. C. Griffin  
 Mark Griffin, President of the Board of Directors

15 NOV 2017  
 DATE

Attest: Joan Murphy  
 Joan Murphy, Secretary of the Board of Directors

11-15-17  
 DATE

EXHIBIT A



c/o Summit Management Services, Inc., AAMC
8405A Richmond Highway, Alexandria, Virginia 22309
Main: (703) 360-0904
Community Manager Direct: (703) 945-1425
www.parkwestcommunity.org

Electronic Communications Consent Form

Member Name(s): \_\_\_\_\_

PWCA Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

I/we hereby authorize the sending via electronic means of the following: (1) Notices of Meetings; (2) Notices of Regular Maintenance Assessments and Special Maintenance Assessments; (3) new or updated Resolutions; (4) updated Rules and Regulations; (5) the Annual Budget; (6) newsletters; and (7) other information not presently mailed to the Members that are currently posted to the website. I/we understand and acknowledge that only one method of communications is authorized by Lot. Electronic communications should be sent to the following email address:

Email Address: \_\_\_\_\_

I/we understand and agree that delivery of said documents via electronic means only is complete at the time of transmission and that all statutory or other notice requirements as defined in the Governing Documents are complete at transmission.

I/we understand and agree that all future meeting notices and information listed above will be sent to me/us through the electronic means, and will not be sent to me/us by mail or any other means.

I/we understand and agree that it is my responsibility to notify the Association in writing of either email address changes or withdrawal of my consent to electronic transmission.

The Association has the right to stop sending notices and/or other information to me/us through electronic means and will provide me/us with written notice of the same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_