

Village Grande at English Mill Homeowners Association

PROCEDURE 102 – Directory Update

Process/ Procedure Owner: Site Manager

1.1 Purpose

This procedure describes the process for notifying the HOA of any changes to your information contained in the Residents Directory. The Homeowners Directory is published periodically (usually annually) and distributed to all Homeowners in good standing.

1.2 Scope

This procedure applies to all VGEM Owners and Residents.

1.3 Roles and Duties

Submitter – Prepare Form 102 (Directory Change Form) and submit to Site Manager.

Site Manager – Receives all Directory Change Forms and periodically forwards them to the Directory Coordinator.

Directory Coordinator – Responsible to update the Directory for all additions, deletions and modifications and periodically publish and distribute the Directory.

Procedure

All VGEM Owners or Residents are entitled to include their contact information in the Directory. Inclusion in the Directory is recommended for all Owners and residents, but is not mandatory. Any Owner or Resident not wanting to be included in the Directory should simply not complete Form 102 if they are not currently included in the Directory, or submit a Form 102 asking to be removed from the Directory. Owners or Residents wishing to add, delete or modify their information should complete Form 102 and either Email it to the Site Manager or place it in the mailbox outside the Site Manager's office. The Submitter is responsible to include only information they wish to include in the directory. It is recommended that all permanent residents be included in the submission. The Site Manager will accumulate all Directory Update forms submitted and periodically (preferably monthly) forward these forms to the Directory Coordinator. The Directory Coordinator will promptly update the Directory Database. Upon Request, the Directory Coordinator will provide a copy of the Directory, revised to the current date, to the Site Manager or Trustees. Periodically (usually annually) the Directory Coordinator will prepare a copy of the Directory for publication. The Site Manager is responsible to coordinate the printing of an adequate number of Directories and for distribution to Owners and Residents.

Definitions and Acronyms

Submitter – The person initiating the Directory Update.

HOA/Association – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA.

Trustees – The members of the VGEM HOA Board of Trustees

VGEM – Village Grande at English Mill

1.4 Attachments

Form 102 – Directory Update Form

1.5 References

None

1.6 Inquiries

Questions regarding this procedure should be directed to the Site Manager.