

**HUNTINGTON FOREST HOMEOWNERS ASSOCIATION**

**POLICY RESOLUTION NO. 2018-03**

(Establishing the Means and Methods of Communication  
and Distribution of Information by Association Members)

Amended December 13, 2023

This resolution replaces and supersedes ADMINISTRATIVE RESOLUTION NO  
2013-01.

**WHEREAS**, Section 55.1-1817 of the Virginia Code requires an association’s board of directors to establish a reasonable, effective and free method, appropriate to the size and nature of the association, for lot owners to communicate among themselves and with the board of directors regarding any matter concerning the association; and,

**WHEREAS**, the Association already has established in practice various reasonable, effective and free methods of communication with its membership; and,

**WHEREAS**, the Board of Directors (“Board”) has decided that it is in the best interest of the Association to formally adopt a policy governing the maintenance of its methods of communication with its membership, so as to ensure compliance with applicable Virginia law;

**NOW, THEREFORE, BE IT RESOLVED:**

A. Methods of Reasonable, Effective and Free Communication among Members

1. Association Directory. The Association, at its own cost, shall maintain and annually distribute to its membership a directory of the names and Association Lot addresses of all Lot Owners. The Association generally will request updates via its Notice of Assessment mailed to each Lot Owner following the Board’s determination of the annual assessment. For inclusion in the Directory, the Association will request each Lot Owner to provide at least one telephone number (residence, mobile or business in declining order of preference) that the Lot Owner may decline to provide. Also for inclusion in the Directory, the Association will request each non-resident Lot Owner to provide a forwarding postal mailing address that the Lot Owner may decline to provide. No information related to tenants or other non-Lot Owner residents shall be included in the Directory unless advance written approval has been provided by the applicable Lot Owner and/or resident. The Directory shall carry the following disclaimer, “This Directory exists solely for the purpose of non- commercial communication within the Association. Any sharing of its content, in whole or in part, outside the Association or for any other purpose without the express written permission of the Board of Directors and affected Association member(s) is prohibited.” Distribution of the Directory to all Association members in good standing (defined herein as the absence of any overdue financial obligation to the Association and/or any existing covenants violations) will be by e-mail, postal mail or hand-delivery after completion of the annual update and prior to the first membership meeting thereafter. Member requests for a paper copy of the most recently run version of the Directory without formatting change or other customization shall be treated as a “minimal request” under the Association’s Policies and Procedures for Responding to Requests for Examination and Copying of the Association’s Records.

2. Door-to-Door Communication. Lot Owners are permitted to communicate with each other regarding Association matters via door-to-door communications, including via the distribution of written communication such as leaflets and flyers.

Written communication must be: factual, in good taste by community standards, protect the privacy and reputation of every Association member, and serve no commercial purpose unless performed under a Fairfax County solicitor permit. Fund raising for registered charities, school clubs and events, and other legitimate not-for-profit activities are not restricted by this policy, but may be subject to Fairfax County or other soliciting laws. Written communications shall not be placed in or on a mailbox without the express consent of its Lot Owner or current tenant and should not be in place during hours of U.S. Postal Service mail delivery. Written communication that is not hand-delivered to an occupant must be protected from precipitation and wind to avoid becoming a Lot cleanliness concern.

3. Electronic Communication. The Association may maintain a community e-mail application or directory in which member participation is voluntary. E-mail addresses provided by Lot Owners to the Board and/or Association webmaster will be treated and maintained as “private/not for further distribution” unless explicitly affirmed as otherwise by the address owner. Performance of Association-wide transmission of e-mail messages will be limited to elected members of the Board and the Association’s webmaster for providing public service announcements, conducting Association business, and posting “community bulletin board” type information; however, any Association member in good standing may request a Board member or the Association webmaster to post such communication on their behalf, discretion of which will be vested within the Board of Directors.
4. Board and Committee Meetings. The Association shall publish notice of its Board and Committee meetings on the homepage of its official website and/or via e-mail notification to each Lot Owner who has provided the Board with a current e-mail address for that purpose.

#### B. Terms and Limitations

The terms of this Resolution are not intended to abridge or modify any specific communication method required by law and/or the Association’s Governing Documents, including any other duly adopted rule or regulation. The Association’s Board of Directors and the Association’s other duly authorized representatives shall ensure compliance with any other expressly required method of communication, as may be prescribed by applicable law, when conducting Association business.

C. Effective Date of Resolution

The effective date of this Resolution shall be September 14, 2018.

I hereby certify that this Resolution was duly adopted by the Board of Directors on September 13, 2018.

**HUNTINGTON FOREST HOMEOWNERS  
ASSOCIATION**

By:         /s/          
W. Stephen Piper  
President

I hereby certify that this Resolution was duly amended by the Board of Directors on December 13, 2023.

**HUNTINGTON FOREST HOMEOWNERS  
ASSOCIATION**

By:         /s/          
W. Stephen Piper  
President