

**THE SEA GATE ASSOCIATION
HOMEOWNERS' COMMUNICATION
POLICY** *Updated as of June 23, 2023*

A. **Introduction**. The Sea Gate Association (the "Association") hereby adopts this Communication Policy ("Policy") for the receipt, review, consideration, and response to communications or inquiries addressed to the Association and/or the Association's Board of Directors from the Homeowners and residents of the Sea Gate community ("Homeowners"). This Policy is meant to supplement and does not supersede or replace any another applicable policy of the Association. This Policy is implemented to provide for the orderly receipt and response to inquiries from Homeowners.

B. **Objective**. The objective of this Communication Policy is to ensure that the community maintains an open communication system which promotes accuracy, and transparency relative to the Association's business. The Board of Directors recognizes that clear, consistent, and positive communication between Homeowners and the Association is vital to the success of the Association. This Policy is intended to provide direction and clarification for the manner in which all Association-related communications are to be handled.

C. **Communication Guidelines**. All Association-related communications from the Association and from Homeowners must adhere to the following standards:

1. Communications shall not contain material and/or statements that may reasonably be considered offensive, derogatory, harassing, accusatory, inflammatory, or illegal.
2. Material that might infringe upon intellectual property rights, privacy rights, rights of publicity, or other proprietary rights shall not be permitted.
3. If communications reference or relate to any documents or information, the sources of such information shall be verified in good faith to establish its accuracy to the best of communicator's knowledge prior to any reliance thereon.
4. Facts shall be distinguished from rumors. Communications shall not be used to perpetuate gossip.
5. The initial communication shall include purpose of request and intended use of output.
6. Inquiries should consist of the topic in questions and the related inquiry only. Be clear and precise.
7. *Document Review Requests*. Document Review Requests should be specific and identify the types of documents sought and applicable time period. Persons requesting to review Association Documents are required to sign a Non-Disclosure Agreement ("NDA") which will be provided. An original signed NDA, along with a copy of your government issued identification card must be provided to the Sea Gate Association Office prior to review and consideration of any request for review documents.

Communications which fail to adhere to these Communication Guidelines may be subject to rejection from consideration in accordance with the remaining provisions of this Policy.

D. **Procedure**: Communication to the Association, the Board of Directors, or any individual officer or current Board Member, shall be made by either online form, mail or email. Mailing shall be addressed to The Sea Gate Association, 3700 Surf Ave, Brooklyn, NY 11224,

Attn: Community Manager and if sent via email to inquiries@sgany.org. Communications sent via email shall only be sent to inquiries@sgany.org. Such communications sent to the Association, the Board of Directors, or any individual officer or Board Member, by any Homeowner, at the Board's discretion, will be added to the agenda of the following Board meeting for acknowledgement and discussion as appropriate. Prior to being placed on the agenda, any communication requiring Board consideration shall be circulated to all current Board members by the Community Manager.

If the Board has not had sufficient time to research and address the topic or inquiry, at the Board's discretion, it may be moved to a future monthly Board meeting for discussion and/or resolution. The Board may, if appropriate, respond to inquiries sooner than the next Board meeting. Any communication determined by the Board to contain information classified by law or otherwise as private will be handled in accordance with appropriate privacy laws and privacy considerations and will be withheld from disclosure accordingly. In accordance with prevailing law, the Board may decline to provide a written response or supply documents requested considering, among other things, the stated purpose and intended use of the response, information and/or documents requested, and condition same subject to appropriate restrictions.

E. **Response from Association's Board**. As a general rule, all communications from the Association's Board that are intended to be sent or provided to any Homeowner or group of Homeowners must first be approved by a majority of the Board Members prior to release to the intended party. In situations where this may not be possible, Board Members will be provided with a summary of the communication for review and approval. In the event of a tie in votes, the Board President's decision shall govern. No response should be unilaterally sent by any Board Member in such capacity, absent appropriate or exigent circumstances, and absent such circumstances shall not be deemed a formal and binding response of the Board. Formal response to any communication will be responded to by the Community Manager upon approval of the Board in accordance with its Policy.

Document Review Requests will be scheduled when all documents requested have been reviewed and verified by the Board for accuracy and compliance with confidential information redaction as necessary. Document Reviews will be scheduled at the discretion of the availability of Office Staff so as to not prevent regular business from being conducted. Any notes taken during a review are subject to review by the Board, and, if needed, by the Association's attorneys for information that may be deemed *sensitive*, or subject to appropriate restrictions. Notes will be provided to the reviewing Member once review is completed.

F. **News Interviews**. When a newspaper or other media outlet, including but not limited to, a local news channel requests an interview with regards to Sea Gate Association business, a Board consensus must be met prior to the requested interview. An understanding by all Board members must be forthcoming about the nature of the requested interview. The Board will decide on the following: (i) if the interview request will be responded to, and who will sit for the interview; and (ii) information that will be divulged and what shall be subject to non-disclosure.

Notwithstanding the above, communications regarding Sea Gate related events, such as fund raisers, community events, or other newsworthy activities shall not be subject to Board consensus should a Board member be asked questions with regards to the event.

G. **Violations**. Following a written warning with request to any violation of this Policy, any Homeowner found to be in violation of this Policy will be assessed a fine of \$50.00 per incident to the Homeowners' account after one (1) written warning. Failure to either pay the violation fine(s) or excess violations of this Policy may result in the Homeowners being unable to submit inquiries for response by the Board of Directors. Homeowners found to be in continued violation of the Policy will be unable to request appointments for Community Connections. Any emails sent outside of or inconsistent with this Policy may be subject to deletion and not being responded to.