

## EMAIL REGISTRATION POLICY

**WHEREAS**, pursuant to Section 209.0051(e) of the Texas Property Code, as amended, the Board of Directors of **Tanglewood Estates Property Owners Association, Inc.**, a Texas nonprofit corporation, (the "Association") is permitted to send notice of Board meetings to the Members via email to each Owner who has registered an email address with the Association; and

**WHEREAS**, pursuant to Section 209.0051(f) of the Texas Property Code, it is an Owner's duty to keep an updated email address registered with the Association.

**RESOLVED**, in order to comply with the provisions of Chapter 209 of the Texas Residential Property Owners Protection Act, the following procedures and practices are established for the registration of email addresses with the Association, and such procedures are to be known as the "Email Registration Policy" of the Association.

- 1. Purpose.** The purpose of this Email Registration Policy is to ensure that each Owner receives proper notice of regular and special Board meetings of the Association pursuant to Section 209.0051(e) of the Texas Property Code. This Email Registration Policy is also intended to provide the Association with a method to verify the identity of Owners who cast electronic ballots in elections via email.
- 2. Registration.** Each Owner must register an email address with the Association and must keep his or her registered email address up-to-date and accurate. An Owner may register his or her email address by submitting a request to register or change his or her email address to the Association or the Association's property manager via email, mail, or facsimile. Alternatively, the Association may allow an Owner to register his or her email address through a form on the Association's website, if any. Please allow seven (7) business days from submission of an email address for the Association to update its records. Please note, correspondence to the Association or its property manager from an email address for any other purpose other than an express statement to register an email address is not sufficient to register such email address with the Association.
- 3. Failure to Register.** In the event an Owner fails to register an accurate email address with the Association, the Owner may not receive email notification of regular and special Board meetings. Also, the Association may use an Owner's registered email address for purposes of verifying the Owner's identity for electronic voting. If an Owner fails to register an email address with the Association or submits an electronic ballot from an email address other than the email address registered with the Association, such Owner's electronic ballot may not be counted. The Association has no obligation to actively seek out a current email address for each Owner. In addition, the Association has no obligation to investigate or obtain an updated email address for Owners whose current registered email address is returning an email delivery failure or message undeliverable message.
- 4. Definitions.** The definitions contained in (a) that certain Declaration of Protective Covenants, Conditions and Restrictions dated March 3, 2021, recorded on March 11, 2021, as McLennan County Clerk's Document No. 2021008795 in the Official Public Records of McLennan County, Texas, pertaining to Tanglewood Estates Addition, Phase 1A, an Addition to the City of Woodway, McLennan County, Texas, and (b) the Bylaws of the Association, are hereby incorporated herein by reference.

**FURTHER RESOLVED**, that this Email Registration Policy is effective upon adoption hereof and shall remain in force and effect until revoked, modified or amended.

**IN WITNESS WHEREOF**, the undersigned, being all of the members of the Board of Directors of the Association, do hereby adopt this Email Registration Policy to be effective as of, although not necessarily on, March 16, 2021, at a duly called open meeting of the Board of Directors of the Association.

**DIRECTORS:**



**David Mercer**



**Aaron McMillan**



**Weldon E. Ratliff, Jr.**