

**Association of Unit Owners of
Riverbend on the Willamette Condominium**

Administration Resolution Number 1 – Email notice with opt out choice

WHEREAS, the Bylaws, including Article 3.7, Board of Directors, Powers and Duties, describe the responsibility of the Association of Unit Owners of Riverbend on the Willamette Condominium, a nonprofit corporation formed under the laws of the State of Oregon (see *Articles of Incorporation*), and *The Oregon Condominium Act*, ORS 100.540 *Use and maintenance of common elements; access for maintenance* and 100.417 *Board of Directors of association; powers and duties*, provide for the jurisdiction and powers to administer the management of the affairs of the Association.

AND WHEREAS, Article IV. Section 3.7, Powers and Duties Item 3.11 Notice of Meetings, of the Bylaws of the Association of Unit Owners of Riverbend on the Willamette Condominium, delegates and describes the powers and duties of the Board of Directors as necessary for the administration of the affairs of the Association and charges the Board of Directors to manage said affairs;

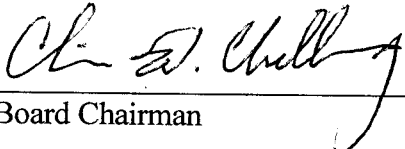
AND WHEREAS, the use of e-mail notices rather than using US Mail could result in substantial cost savings for the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the Board shall establish and adopt a process to email notices to owners instead of mailing by US Mail.

1. 30 days from the date of notice, the Association will use E-mail for notices to the membership. This will include but is not limited to:
 - Meeting Notices
 - Newsletters
 - Initial Compliance and Violation notices
 - And other notifications from the Association

(In the case of Compliance and Violation notices, notices will also be sent via US Mail.)

2. Owners will have the opportunity to “opt out” of the e-mail notification system at any time and continue to receive notices via US Mail thereafter.
3. Attachment 1 will be sent to each owner of record, allowing him/her to “opt out” or to provide an e-mail address for the Association to use.

Approved by:  Date 7/9/12
Board Chairman

**Association of Unit Owners of
Riverbend on the Willamette Condominium**

Attachment 1
Administrative Resolution #1

Dear Association of Unit Owners of Riverbend on the Willamette Condominium Owner:

In order to reduce costs for managing our Homeowners Association, we are implementing an e-mail notification system. You have the choice of participating by having Association notices, newsletters, etc. delivered to your e-mail address rather than having them mailed to you, thus saving us the cost of printing, postage and handling. Your e-mail address will be kept confidential, will not be shared with or sold to any other party, and will be used only for official Homeowner Association communications.

If you would like to participate by having Association newsletters, notices, etc. delivered to your e-mail address rather than mailed to you, please give the Association the email address that you would like used. **Only one email can be used as the primary.**

_____ Email address

Print Name

Street Address of your townhome

Signature

Date

-- OR --

If you prefer to continue receiving notices only by US Mail, please fill in the following:

I, _____, owner of _____ (address)
Print

(Lot Number _____) choose to opt out of the e-mail notification program.

I would like to receive all of my notices from the Association of Unit Owners of Riverbend on the Willamette Condominium by US Mail.

Signature

Date