

SEA TRAIL MASTER ASSOCIATION

Web Site and Email Guidelines and Regulations

Effective: March 28, 2018

Web Site Privacy Policy

This policy describes how the Sea Trail Master Association (hereinafter "STMA") will treat information posted on the STMA web site.

Please remember that no computer system should be considered safe from intrusion. Web site information and/or email may pass through many computer systems and should not be considered a secure means of communication unless encrypted. Even then, information is only as secure as the encryption method. Therefore, although the Board of Directors take precautions to protect the STMA system and its servers, the Board of Directors cannot guarantee the security of any data on the server, including "secure servers."

Property Owner Information

The STMA website provides a directory of member information including name, address/s, telephone number(s) and email address/s. This information is kept on limited access computers and is only available to website visitors with proper user names and passwords. Any STMA member has the option to not place any information on the website Member Directory. However, member information must stay current with the STMA Administrator: administrator@seatrailma.com to be available for any STMA business communication.

The Board of Directors will share website and STMA member information with governmental authorities when legally required to do so and may cooperate with these authorities investigating claims of illegal activity such as, but not limited to, illegal transfer or use of copyrighted material or postings or email containing threats to third parties. No STMA member shall provide access to the online directory of property owners to any unauthorized party for any reason whatsoever.

Password Protected Areas

The STMA on-line website requires a user name and password to access certain sections: Member Directory, Important Documents, Financials and Minutes of the Sea Trail Master Association Meetings.

Links and Cookies

STMA may provide links on the STMA website or to other websites of interest to STMA members, which websites are owned, operated and/or maintained by third parties. Persons or

companies who own/operate such websites or who advertise on the STMA website may use cookie technology. Cookies are files written to a user's hard disk and read by server programs to inform the website if the user has previously visited that site.

Unauthorized Use

- STMA members agree to maintain their respective user names and passwords as private and confidential information. Unauthorized use of user names, passwords or the website is prohibited.
- Both the on line and printed member directories are not public documents. The information contained in them should not be used for any solicitation purposes without the approval of the Master Association Board.

Changes to Privacy Policy

The STMA Board of Directors may make changes to this policy from time to time. It will post changes to the privacy policy on the website. Members should check the website periodically for changes to the privacy policy. The Board of Directors may also decide to notify members by email of significant changes.

STMA Email

STMA uses an email messaging system to communicate with members for business purposes in the course of normal operations and to serve the interests of STMA and its members.

Email allows for frequent and timely communication when needed. Certain communications of a more formal nature, such as assessments, annual meetings, proxies and changes to the STMA Master Declaration may be communicated through direct mailings to property owners.

The following policy and standards regarding email have been adopted by the STMA to ensure appropriate use of email and to safeguard property owners' privacy:

- STMA members will have their email address/s maintained in a general distribution list for STMA communications.
- Only the president and his/her designee will have access to this general distribution list of email addresses.
- An opt-out option will be provided in each sent to members. At any time, a member may opt-out of the email distribution list.
- All general distributions will be blind distributions. Email addresses will not be marketed or distributed to any persons, organizations or associations.

Editorial and Content Authority

The Website Administrators will have editorial authority and content control over the STMA web site. The email messaging system and any other medium used by STMA to communicate to the members are subject to these guidelines and regulations. The Website Administrators reserve the right not to publish notices or information that will reflect negatively on STMA.

Published Information

The STMA has adopted the following guidelines with regard to notices and all published material for the STMA web site and email messaging system. STMA communications may disseminate the following information:

- STMA Board events
- Directory of property owners
- Creekside Complex and/or MAC events
- STMA committee reports
- Community interest announcements
- Property Owner submitted messages may include but not limited to:
 - Items to be borrowed or loaned
 - Bereavement notices
 - Lost pets
 - Household items for sale or wanted

Political Content

Content that reflects national, state or local partisan political subjects will not be published. No national, state or local candidate or political party will be endorsed.

Objectionable Content

Objectionable or illegal products or services will not be advertised or otherwise supported via STMA communications.

Religion

Specific religions or houses of worship will not be endorsed.

Infringement on Intellectual Property Rights

As a condition to the posting of any information provided by an STMA member, the member requesting the posting represents and warrants to STMA that such member will not post or request posting of any information that infringes on the trademark, copyright or other intellectual property rights of any other person or entity. The member requesting such posting agrees to indemnify and hold harmless the STMA from all costs and expenses (including

attorneys' fees) incurred by STMA related to or arising from any breach of this representation and warranty

Outside Organizations

Member solicitation for organizations outside Sea Trail will be published if the request is submitted by a member and would be of interest to residents.

Sporting Activities

Information covering tournaments and other major sporting events will be accepted as well as individual achievements, such as holes in one and birdies.

Travelogues

Individual travelogues will not be accepted for publication.

Urban Legends, Internet and Email Rumors

STMA communications will not publish information forwarded via chain emails, word-of-mouth or other means, without satisfactory substantiation of the facts.

Editorial Discretion

All materials submitted for publication are subject to editing. In the event of substantive editing, the submitter may be requested to review the final communication before publication in order to assure factual accuracy; otherwise, the final product generally will not be subject to additional review.

The Board of Directors must approve all additions and/or deletions to these Guidelines.

Approved and Adopted by the STMA Board of Directors on March 28, 2018