

Forest Edge Cluster Association Updated Communications Policy Resolution No. 23-01

We are making some changes in the way we provide official cluster communications to members. Please review this entire document so that you are familiar with the many ways you may receive cluster communications.

The Forest Edge Cluster Association will use the Town Square website as our primary way to communicate with residents. This website is offered through our management company, CMC, and can provide email notices to residents, as well as a tool for residents to communicate with one another. In addition, questions can be posted for management review, and requests can be posted for maintenance.

To join Town Square, please go to <https://app.townsq.io> - and join with your account number found on your FECA Homeowners Dues coupon book. Or, call CMC for assistance at 703.631.7200. Renters may join Town Square as well; please call CMC for assistance.

Also, the Forest Edge Cluster Association has a website, forestedgecluster.com to communicate information about the cluster to the community. Information will be posted on our website. However, this website cannot send emails to residents. Using this website will require your effort in checking for updates and new postings frequently.

You may also sign up for text messaging for announcements. In order to receive text messages with important cluster reminders and news please send "FECA" to 571-500-1090. Standard text messaging rates will apply, depending on your cell phone plan.

For cluster-wide Annual Meetings for Board Elections, as well as the annual budget announcement, homeowners will receive a written notice via the US mail.

You have three ways to learn about Board meetings: (a) join Town Square where Board Meeting information will be posted at least three days in advance of the meeting; (b) check the Forest Edge Cluster website where Board Meeting information will be posted at least three days in advance of the meeting; (c) join our text message service, and a text message will be sent announcing the Board Meetings.

On the Forest Edge Cluster Website: Meeting Dates for all FECA Board Meetings will be posted on the FECA website calendar and the "What's Going On" section of the FECA Website:
www.forestedgecluster.com

Communicating with the FECA Board: If you need to contact the board, please send an email to boardmembers@forestedgecluster.com. Or, if you have joined Town Square, you may send a message to management and Board members through that website.

Resident to Resident Communication: Pursuant to the Property Owners' Association Act, the cluster must establish a reasonable, effective and free method for members to communicate among themselves and with the board regarding any matter concerning the association. The Town Square website allows residents to post messages to one another, to the cluster, to management, and to the board.

Forest Edge Cluster Association

RESOLUTIONS ACTION RECORD

Resolution Type: Policy **No- 23-01**

Pertaining to: Communication Policy

Duly adopted at a meeting of the Board of Directors of Forest Edge Cluster Association, held on June 20, 2023 via zoom.

Motion by:

Seconded by:

| DIRECOR | TITLE | YES | NO | ABSTAIN | ABSENT |
|-----------------|----------------|------------|-----------|----------------|---------------|
| Peggy Nelson | President | X | | | |
| Levi Lainhart | Vice President | X | | | |
| Kathy Oris | Secretary | X | | | |
| Max Evangelisti | Treasurer | | | | X |
| Erin Maas | At Large | X | | | |