

**Colonial Townes Association, Inc.**

**Administrative Resolution No. 2018-1**

**Operating Guidelines for Community Communications**

WHEREAS, Article VIII, Section 1 (a) of the Bylaws authorizes the Board of Directors to exercise for the Colonial Townes Association of Cary, Inc. (“Association”), all powers, duties, and authority vested in or delegated to the Association, including the power to adopt rules and regulations pursuant to N.C.G.S. § 47F-3-102 (1); and

WHEREAS, it is the intent of the Board of Directors to provide specific guidelines for distributing written communications.

NOW, THEREFORE, BE IT RESOLVED THAT, the operating guidelines for distributing written communications shall be:

1. All written communications sent to the community by the Board of Directors or management company, whether electronic or hard copy, shall not be used for the following purposes:
  - a. To unduly reflect poorly upon any specific resident(s), whether said resident(s) is specifically named or identified by implication or connotation therein.
  - b. To unfairly, and with improper motive, accuse any member of the Board of Directors, or specific resident or residents, of baseless legal violations or unethical behavior.
  - c. To dissuade residents from nominating or voting for a resident or residents for service on the Board of Directors of Colonial Townes.
2. Written communications sent to the community by the Board or management company, whether electronic or hard copy, shall be factually accurate and not opinion-based, and the information contained therein shall be for the sole and exclusive purpose of informing the residents.
3. Written communications sent to the community by the Board or management company, whether electronic or hard copy, shall not be used for any bad faith purpose.