

Scottsmoor Community Association E-Mail Policy

1. The official E-Mail address of the Scottsmoor Community Association will be: ScottsmoorCommunityAssociation@gmail.com . This address will be used for all e-mail communications both **from** the Scottsmoor Community Association and **to** the Association. Any e-mail received from any other source should be considered not approved for circulation by the Association.

2. E-mail correspondence shall be limited to official Scottsmoor Community Association business and general, factual information of interest to the entire Scottsmoor Community. Solicitations, opinions, chain letters, gossip and rumors will neither be allowed nor tolerated.

3. Officers of the Scottsmoor Community Association will be the only people authorized to send messages to the general membership using this e-mail address. Correspondence may originate from any officer. Authors of messages addressed to the general membership shall electronically sign their emails.

4. Every effort will be made to keep e-mail addresses private and confidential. No e-mail addresses will be given out to others, and all e-mail will be sent as BCC to prevent e-mail addresses from showing in the information line. If you are asked to reply to any e-mails, please use "Reply". Never use "Reply to All".