

Overlook Neighborhood Association E-Mail List Policy

The Overlook Neighborhood Association (OKNA), as a means of communicating with residents of the neighborhood, maintains an e-mail address list (the List). Residents may subscribe to the List through the OKNA web site at <http://www.overlookneighborhood.org> or by sending an e-mail to info@overlookneighborhood.org. The names and e-mail addresses of members are accessible only by the Chairperson, Chair-Assist, or Secretary of OKNA, and will not be shared or used for any purpose other than those explained here.

The List is intended as a tool to help the OKNA Board communicate with residents about events relevant to members of the Overlook community. Typically, the e-mail list is used to send out time-sensitive information about OKNA activities, government activities or hearings of interest to the community, community events or crime reports. The List is not intended for any commercial use. The OKNA board considers the List a valuable resource for communicating with the community, and is committed to keeping the number of mailings manageable and relevant.

All messages to the list are approved by the Chairperson, Chair-Assist, or Secretary of the OKNA before being sent out. If you want to send a message to the List, you should send it to info@overlookneighborhood.org. Messages about upcoming community events or crime reports will be forwarded to the list. Messages that do not clearly fall within those boundaries will be circulated to the OKNA board in order to determine if there are any objections to the posting. If no board member objects to the message within 24 hours, it will be posted. If a message intended for the List is rejected, the OKNA board will provide an explanation to the sender.

Subject to approval by the OKNA board, and consistent with achieving the goals of this policy, access to the List and authority to send messages may be delegated to other board members as necessary. This e-mail list use policy will be made available through the OKNA web site.