

Online Privacy Policy

We respect the privacy and security of your personally identifiable information that we collect about you online. The following describes our privacy policy and practices with respect to that information. By your registration to use or use of the Services, you consent to our collection and use of your personally identifiable information and other information online by us in the manner set forth in this Online Privacy Policy. Please read this policy carefully. We may change this policy from time to time, and we will post those changes on this page. Please check back periodically. This policy will notify you of:

- [1. What is "personally identifiable information";](#)
- [2. What personally identifiable information we collect about you through our online services;](#)
- [3. Our use of cookies: what they are and how we use them;](#)
- [4. Who is collecting the information;](#)
- [5. How the information is used;](#)
- [6. Who do we share the information with;](#)
- [7. Your choices as to collection, use and distribution of your personally identifiable information;](#)
- [8. How you can correct inaccuracies in or update your information;](#)
- [9. What security procedures are in place to protect the loss, misuse or alteration of the information;](#)
- [10. How we protect children's privacy;](#)

1. What is "personally identifiable information?"

Personally identifiable information is information that can be used to identify you as a unique individual, such as your name; home, email or other address; telephone number; birth date; credit card number; and similar personal information.

2. What personally identifiable information do we collect about you through our online services?

We collect personally identifiable information about you in a number of different ways through our online Services.

Your association may use personally identifiable information about you to permit us to verify your identity as a person who is entitled to register to use and to continue to use the Services. When you register to use Services, we will ask for certain personally identifiable information to confirm your identity as a person authorized to use the Services. This information is required to be complete and accurate at the time it is given, and to be updated so that it is at all times accurate and complete, as a condition of your continued ability to use the Services.

Once you have registered to use the Services, whenever you sign in to use the Services your personal identity is known to us.

Other personally identifiable information about you may be given to us by the association, or you in order to render the Services. For example, we may assist the association in compiling an electronic database of members of a club, committee or workgroup, or posting an online directory of members.

You may give your credit card number to the association through the Services in order to pay your association's dues or assessments. However, prior to its transmission to your association's bank, your credit card information is encrypted through the use of secure server software and is then transmitted in this secure and encrypted fashion. Your credit card information is not retained by us.

If you send an email message, we will receive your email address and any other personally identifiable information you may include in that message.

3. Our use of cookies: what they are and how we use them?

A cookie is a small data file that a web server sends to your web browser (your computer's hard drive) so it can be later read by the web server. We use cookies to help us identify you so that you are able to use Services that are restricted to authorized users. We may also use cookies for purposes such as tracking web site or Services use, length and nature of use, number of members, traffic patterns and other business purposes. We may do this in an anonymous fashion (in a manner that does not attempt to personally identify the user); however, once you have registered to use our service, you are no longer anonymous to us when you use our Services.

When users or other visitors visit a web site that we manage, our web servers automatically record certain information and retain it in the web servers' logs. This information may include your IP address, domain name, browser type, date and time of the visit and similar information that is not normally considered "personally identifiable information".

4. Who is collecting the information?

In the course of using the Services, you may provide personally identifiable information to others. For example, you might post a message to a message board or send an email to another member, your association, that may contain personally identifiable information. We do not control the privacy practices or policies of any such person or entity, and they are not covered by this Online Privacy Policy.

5. How is the information used?

We use your personally identifiable information that we collect through your use of the Services to provide the Services, and to help us improve our Services. We may share anonymous information, or information that is "aggregated," to better understand the users of our Services and enhance or improve our Services, but we will do so only in a manner that does not personally identify you.

6. Who do we share the information with?

We do not sell or rent your personally identifiable information in the normal course of our business; however, We also share the information with third parties that may provide a portion of the Services. We do not allow such third parties to use that information other than in connection with the provisions of the Services. We may disclose personally identifiable information to any third party if required to do so by law or regulation, or if we believe in good faith that such disclosure is necessary to:

- (a) comply with legal process.
- (b) enforce the Terms of Service.
- (c) respond to claims that any content of any portion of the Services violated the rights of third parties; or
- (d) protect the rights, property, or personal safety of us, other Users or the public.

7. What are your choices regarding the collection, use and distribution of your information?

If we wish to collect, use or share your personally identifiable information through our online Services in a way that is not provided in this Online Privacy Policy, we will notify you and you will always have the option of not permitting the collection, use or transfer. However, if such proposed collection, use or transfer is a condition of our provision of any of the Services, your refusal to grant permission may result in your inability to use all or a portion of the Services.

By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. However, if you choose to reject all cookies or if you enable other software that prevents cookies from operating, you will be unable to use the Services.

8. How you can correct inaccuracies or update your information?

Personally identifiable information about you may be contained in an online database maintained in connection with provision of the Services. Your personally identifiable information that is contained in any such database should be accessible by you, either online or by written request. If you wish to correct any inaccuracies, as long as you are an authorized User of the Services. Obviously, certain personally

identifiable information, such as the address of the “unit” that you own, cannot be changed without verification by your association.

We may maintain our own separate databases in order to provide the Services, to which you will not have online access. For example, we may maintain one or more databases of members of an association who are entitled to become and remain users of the Services. Such databases may contain information furnished by the association and/or members or otherwise collected as set forth in this Online Privacy Policy. If you wish to ask us about the personally identifiable information that we may have collected about you and that is not available to you online, you should contact the Technology department. We will use commercially reasonable efforts to comply with your request, and to update and/or correct any personally identifiable information that is contained within such databases.

9. What security procedures are in place to protect the loss, misuse or alteration of the information?

Access to the Services, including to databases containing personally identifiable information, is password protected. Any personal information that you have posted in any portion of the Services (e.g. a message board) should be accessible only by the association, the association's management, other members and other authorized Users of the Services. It is the responsibility of each User to protect the User's password. Do not divulge it to anyone. Log off your computer or close your browser window to ensure that others cannot access your password.

We use industry-standard software, hardware and other measures, to protect the confidentiality, security and quality of information we collect, and to protect it from unauthorized access or disclosure or accidental loss, alteration or destruction. Due to the nature of the Internet and computer security, we cannot warrant or guarantee that security will never be breached.

10. How do we protect children's privacy?

You must be 18 years of age or older to register to use the Services. We do not knowingly collect personally identifiable information from children under the age of 13. If such information is inadvertently or unknowingly collected, it is our policy to destroy or delete it upon discovery.