

SPRING MEADOW AT WALDEN LAKE HOMEOWNERS ASSOCIATION, INC.
PO Box 4596, Plant City, FL 33563

APPROVED ASSOCIATION CONTACTS

SUBJECT	CONTACT	EMAIL
Billing and Account Status	Jim Roberts	sm.treasurer@springmeadow.us
Estoppel Certificates	Jim Roberts	sm.estoppel@springmeadow.us
General Communications	Scott Felladore	sm.president@springmeadow.us
Making Lot Alterations	Jeff Walden	sm.alterations@springmeadow.us
Owner-Portal Registration	Jim Roberts	sm.admin@springmeadow.us
Records Requests	Jim Roberts	sm.secretary@springmeadow.us
Reporting Lot Violations	Jim Roberts Jeff Walden	sm.violations@springmeadow.us

CONTACTS - All records on personal email accounts and phones used by HOA Board members to conduct association business may be subject to subpoena and/or publication. Any such personal addresses or phone numbers known to association members or third parties should no longer be used for association communications. *Board members receiving such communications at personal addresses or phones may elect not to respond.*

DOMAIN - The HOA has purchased its own domain name (SpringMeadow.us). The use of domain addresses allows all official communications to be captured and retained for future access and continuity regardless of the composition of the Board or the status of personal email accounts. *Domain addresses with the "sm" prefix are forward-only addresses that alert an officer's personal mail account. Responses to inquiries will be sent from a similar domain address without the "sm" prefix and permanently stored.*

OWNER PORTAL - The HOA provides a cloud-based web portal where owners in the Spring Meadow and Juniper Lake communities may register to view their account status and HOA records, make requests online, and pay charges online via card or bank transfer. The portal aids the Board by keeping and automating our accounting records; enabling the creation and mailing of notices, reports, and invoices; automating the collection, deposit, and posting of revenues; and automating and preserving responses to owner inquiries and requests. Owners may request registration at SM.Admin@SpringMeadow.us. *Registration will enable an owner to avoid being charged for communications sent by U.S. mail.*