Communications and Privacy Policy

Canterwood Division 12 STEP Association

1. Purpose

The Canterwood Division 12 STEP Association (the “Association”) is committed to protecting the privacy of its members while complying with the document inspection requirements of the Washington Homeowners’ Association Act (RCW 64.38.045) and, where applicable, the Washington Uniform Common Interest Ownership Act (RCW 64.90.495). In addition, the Association is governed by U.S. policies and procedures for organizations using SMS text messaging services.

Note: Washington HOA law is undergoing significant transition. Effective January 1, 2028, all community associations in Washington State will be governed by WUCIOA (RCW 64.90) regardless of formation date. The Board will update this policy as needed to ensure ongoing compliance.

2. Access to Association Records

All official records of the Association—including meeting minutes, financial records, and the register of members (names and addresses)—shall be available for examination by any owner or their authorized agent. Most are available at the Association’s website: https://canterwooddiv12step.org

All residents, including renters, are asked to provide contact information upon joining the community. This contact information allows the Association to send emergency announcements and general communications to all residents equally, regardless of ownership status. Text messaging opting-out procedures can be found in the Division 12 SMS T&C’s Conditions.

Procedure

Requests for record inspection must be submitted in writing with at least ten (10) business days’ advance notice. Inspections will take place during normal business hours at the Diamond Community Management office:

7512 Stanich Ln #6, Gig Harbor, WA 98335

Contact Diamond Community Management directly to confirm current office hours and inspection procedures prior to submitting your request.

3. Confidential and Exempt Information

Pursuant to state law and applicable privacy standards, the Association or agent, Diamond Community Management, will not disclose or publish the following information:

- Unlisted telephone numbers
- Personal financial information, including bank account, credit card, or social security numbers
- Medical or disability-related information provided for reasonable accommodation requests
- Details regarding individual violations, delinquencies, or pending legal disputes
- Correspondence and records generated during closed Executive Sessions. Community Directories and Member Communication

Directory Consent

The Association may publish a community directory containing names, addresses, and email addresses for internal resident use. Participation is strictly voluntary for releasable directories. Residents may opt out at any time by notifying the Board or Diamond Community Management in writing. SMS-related phone number use and procedures are governed by the Division 12 SMS T&C's Conditions. Commercial Use Prohibited

Homeowner lists and contact information shall never be sold, leased, or shared with third-party vendors, commercial solicitors, or used for any non-association business.

Community Use

Upon Board approval, a member of the Association may use the community directory to distribute flyers, emails, and text messages for the purpose of notifying homeowners of a community event or other community-specific matter.

For more information, please contact the Association President. Contact information is available at https://canterwooddiv12step.org.

Digital and Electronic Communications

Official Association communications may be distributed via email, the Association website, text or other approved digital channels. The same privacy and commercial-use restrictions that apply to physical directories

apply equally to all digital communications and member contact information.

5. Board and Management Responsibilities

Board members and managing agents must exercise caution to prevent unauthorized disclosures. Sensitive documents must be stored in secure, locked files or password-protected digital environments.

The Board is responsible for reviewing this policy periodically and updating it as required by changes in applicable Washington State law, including the Association’s transition to WUCIOA compliance on or before January 1, 2028.

Policy Version: 2.0• Adopted by the Division 12 STEP Association Board of Directors October 13, 2026