

**AMERICANA CENTRE CONDOMINIUM, INC.**

**POLICY RESOLUTION NO. 2017-01-01**

**(Policy and Procedures Related to Electronic Notice to Owners)**

WHEREAS, Article V, Section 3 of the By-laws of Americana Centre Condominium, Inc. (hereinafter referred to as "By-laws" and "Council" or "Corporation," respectively) states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Corporation and the condominium project and may do all such acts and things as are not by law or by these By-laws directed to be exercised and done by the members; and

WHEREAS, Section § 11-139.1 of the Maryland Condominium Act provides the Council with the authority to provide notice of meetings and to deliver information to owners by electronic transmission if so authorized by the Board of Directors; and

WHEREAS, the Board of Directors believes it is in the best interest of the Council to establish a procedure whereby owners may receive meeting notices and/or information by electronic transmission;

NOW, THEREFORE, the Board of Directors adopts the following policy and procedures related to electronic transmission of meeting notices and related information to owners.

A. The Board of Directors hereby authorizes the Council to send meeting notices and information to unit owners by electronic transmission.

B. In order to receive notices of meetings and/or related information (e.g., proxies, call for nominations, budget, etc.) from the Council by electronic transmission, owners must provide written authorization to the Council's managing agent. Owners are requested to complete and submit the form attached hereto as Exhibit A. In the alternative, owners may authorize this transmission by email, which shall be kept in the owner's unit file.

C. Owners who request that meeting notices and/or information be transmitted to them via electronic transmission are responsible for updating their information (i.e.: email address) as necessary.

D. Each owner who is an individual may provide one email address to receive meeting notices and/or information. Each owner which is an entity may provide up to two email addresses to receive meeting notices and/or information. If multiple emails addresses are provided, delivery of the notice to any one of the provided addresses is valid delivery.

E. If a unit is owned by multiple owners, all owners of a unit must authorize electronic delivery or the owner authorizing electronic delivery must affirm that he/she has the authority to authorize electronic delivery on behalf of all of the owners of record. Should any owner of record protest electronic delivery, notice will be delivered in the usual course (e.g. mail or hand-delivery).

F. If the Council is unable to deliver two consecutive communications to an owner by electronic transmission and is aware that the communications have not been delivered, all future meeting notices and information shall be sent by non-electronic means unless and until the owner submits new information in writing to the managing agent.

G. The inadvertent failure of the Council to deliver notice by electronic transmission does not invalidate any meeting or other action.

H. After dissemination of information or notices by electronic transmission, an officer or agent of the Council shall certify in writing that the notice or information was delivered as authorized by the owner.

I. Notwithstanding any owner's authority for electronic delivery, the Council retains the right to deliver information or notices in the usual course (e.g., mail or hand delivery) at any time and for any reason, including technical difficulties with the transmission or the materials are not readily susceptible to delivery in electronic format.


J. Owners have the right to revoke the electronic transmission of meeting notices and/or information at any time. Such revocation must be in writing and delivered to the Council's managing agent and expressly and unequivocally revoke the permission by referencing the prior approval and asking that future notices be sent by non-electronic means.

K. Once the Council establishes a secure electronic repository, which may include a website, for posting and secure owner access of information, the Council may deliver information electronically by sending email notice that information has been posted to and is available for viewing and download in the secure electronic repository.

L. This policy was adopted pursuant to § 11-111 of the Maryland Condominium Act.

The effective date of this Resolution shall be Feb 1, 2017.

**Council of Unit Owners of Americana Centre  
Condominium**

  
\_\_\_\_\_  
Janet Wilson, President

## EXHIBIT A

### REQUEST TO RECEIVE NOTICES/INFORMATION BY ELECTRONIC TRANSMISSION

Please drop off or mail to the management office at 118 Monroe Street, Unit 106, Rockville, MD 20850 or you can email a PDF to [office@americanacentrecondo.com](mailto:office@americanacentrecondo.com) or fax to 301-294-0291. Owners must confirm receipt with management.

I/We \_\_\_\_\_ authorize electronic transmission of notices and Information in accordance with Policy 2017-01-01.

Owner(s) \_\_\_\_\_

Americana Centre Unit Address: \_\_\_\_\_

Mailing address (if different than unit address): \_\_\_\_\_

Select type of communication to be delivered by electronic transmission and how it is to be delivered:

- ☐ All meeting notices, Council related information, are to be delivered by electronic transmission (to the following email address(es)): (only one email address will be used for units owned by individuals. Two email addresses may be provided for owners that are entities)

Email: \_\_\_\_\_

IF AN ENTITY OWNER Email2: \_\_\_\_\_

I hereby certify that I have read and will abide by Policy Resolution 2017-01-01 regarding the electronic transmission of meeting notices and/or information. If only one owner of record signs below, he/she affirms that he/she has the authority to request electronic delivery on behalf of all owners of record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
(For office use only)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date revoked: \_\_\_\_\_ (attach written communication regarding revocation)

AMERICANA CENTRE CONDOMINIUM, INC.  
POLICY RESOLUTION NO. 2017-01-01

(Policy Regarding Electronic Transmission of Notices and Information)

Duly adopted at a meeting of the Board of Directors held January 26, 2017.

Motion by: John Becker Seconded by: Tyler Bennett

VOTE: YES NO ABSTAIN ABSENT

Janet Wilson X  
President Janet Wilson

Sam Brewster X  
Vice President Sam Brewster

Debbie Jackson X  
Secretary Debbie Jackson

Shashi Koduru X  
Treasurer Shashi Koduru

John Becker X  
Director John Becker

Tyler Bennett ✓  
Director Tyler Bennett

Connie Mar. Pawloski X  
Director Connie Mar. Pawloski

ATTEST:

Debbie Jackson  
Secretary

January 26, 2017  
Date

Resolution effective: February 1, 2017.