

HOAMCO – *Best Practices*



Electronic Communications

In our day and age of electronic communication via e-mail, PDA, text messaging and the like, we must remember that these forms of electronic communication create documents, just as if they were written in a paper correspondence and sent to the recipient via postal mail. The informal nature of e-mail and text messaging often results in informal and candid communications that would never be included in paper correspondence.

With that in mind, we all need to be reminded that any e-mail, text message or any other electronic document that refers to association business is part of the association's records. Furthermore, all e-mails, text messages and electronic documents could be used as evidence for or against the association in the future.

Therefore, be cautious about what you say in your e-mails and any other electronic documents. Assume that electronic communications are part of the association records for all to view and assume that they will be used in court. These assumptions will help us maintain a formal and professional approach to our business of making communities great places to live.

Reference: Ekmark and Ekmark, Attorneys at Law