

## Code of Conduct

**The following are the rules and conditions of participation in the Park\_Village Yahoo Group (“PV Group”). Please take a moment to review and understand what is expected of all subscribers. By subscribing to or participating in the PV Group, users hereby agree to be bound by and warrant their full compliance with the following terms of participation:**

The PV Group is a forum provided by the Board of the Homeowner’s Association of Park Village in furtherance of its service to the homeowners in Park Village. The purpose of the PV Group is to foster positive community interactions through information sharing within the community. It is not the formal means of communication by the Board.

The PV Group is to be used only by residents of Park Village. Messages posted to the PV Group are the opinions of the individuals posting and should not be construed as official notices/policies unless otherwise stated. Should anyone have a suggestion or complaint in regards to a Park Village community subject, it is still required that he/she contact the Board through [PVHOA@parkvillage.org](mailto:PVHOA@parkvillage.org) or call R.S. Fincher at (919) 362-1460. For more information about the Board and their duties, please visit [parkvillage.org](http://parkvillage.org).

The Board does not accept any responsibility for the opinions and information posted to the PV Group. The Board disclaims all guarantees and warranties with regard to information posted to the PV Group. In no event shall the Board be liable for any special, indirect or consequential damages, or damages of any kind whatsoever, resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted to the PV Group.

When posting a new topic, please label the SUBJECT line of your message clearly. A descriptive subject line allows all members to quickly scan messages and read only those of interest. When you create an email to start a NEW topic of discussion, please do not start your subject line with <Re:>. In email usage <Re:> in the subject line indicates a response to a previous subject. When starting a new topic, please change the subject line to reflect the new discussion. (Ex: NOW: Kid Craft on Saturday. WAS: Summer Activities for Children). Messages are better organized when the topics are clearly labeled. Therefore, please do not post about a lost pet under a subject topic for “Need a Repairman.” Search the archives first to see if your question has already been answered or if a thread for your subject was started previously. If not, start a new thread.

There are few “do’s and don’ts” when posting. The following lists are not meant to be exhaustive. Rather, take it in the spirit in which it’s intended - a guide to make it easier to enrich all of us and the community in which we participate.

Section A: When posting to the PV Group, you are expected to be:

1. Friendly and patient.

2. Welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.
3. Considerate.
4. Respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one.
5. Careful in the words that you choose.

Section B: When posting to the PV Group, do not:

1. Use profanity or abusive language.
2. Insult or put down other participants. No name calling.
3. Make personal remarks about the poster.
4. Use derogatory phrases or adjectives; or abstract or demeaning characterizations
5. Make discriminatory jokes.
6. Use discriminatory language.
7. Harass or exclude others.
8. Threaten anyone physically, mentally, or emotionally.
9. Threaten anyone's family, property or pets.
10. Post sexual materials or information.
11. Post violent material.
12. Post (or threaten to post) your or someone else's personal identifiable information, such as social security numbers, dates of birth, or driver's license numbers.
13. Post any defamatory, abusive, profane, threatening, offensive, or illegal information or material. When in doubt, if the language would not be used in an employment setting, it is not appropriate for the PV Group. Remain cognizant of how communications could potentially be perceived as offensive and/or bullying.
14. Post any confidential information or any information that would infringe upon the proprietary, privacy or personal rights of others. This includes but is not limited to information regarding violations or fines assessed against homeowners, information and materials prepared for or used during a closed session of the Board, and contract terms of vendors utilized by the Board.
15. Submit any false, misleading or fraudulent postings.
16. Forward chain letters or virus warnings you have received from someone else. These are almost always hoaxes of some sort, wasting people's time, in-box space and energy in responding.
17. Post any information or other material protected by copyright without the permission of the copyright owner. For example, forwarding newspaper articles may violate the publisher's copyright. You may post a link to the story with a line or two describing the content of the article but full text should not be reproduced under copyright laws.

18. Use any words, logos or other marks that would infringe upon the trademark, service mark, certification mark, or other intellectual property rights of the owners of such marks without the permission of such owners.
19. Forward or copy any postings, in whole or in part, to others outside the PV Group without the express, written consent of every author of a message included in the forward or copy.
20. Solicit business or advertise your business, which includes information about your business in your signature block. Share resources, knowledge, and experiences with others freely. However, the PV Group is not a marketing tool and should not be used to persistently recommend your services or products.
21. Harvest e-mail addresses from the PV Group. Its success relies upon our ability to maintain the integrity of members' inboxes.
22. Contact subscribers for commercial purposes using the addresses, e-mails addresses, fax numbers, or telephone numbers obtained from the PV Group unless the subscriber expressly grants his or her permission.
23. Utilize the website or PV Group in any illegal manner.
24. Advocate for, or encourage, any of the above proscribed behavior.

The Board reserves the right at all times to disclose any posting and the name of its original poster when we believe such disclosure is appropriate to comply with the law (a court order or subpoena); to prevent or investigate a possible crime or other violation of law; or to protect subscribers' rights, property, and safety or the rights and property of the Park Village.

**Classified Listings.** The Classified and Wanted databases are for the sale and sharing of items only. Services should not be advertised in these databases. Park Village, the Board Members, and the Management company are not responsible for the items or actions of the sellers. Contact sellers at your own risk.

### **Monitoring PV Group and Violations of this Code of Conduct**

A designated member of the Board may monitor the PV Group (the "Moderator"), although no member of the Board has an obligation to do so. The Board may also delegate monitoring to a resident of Park Village, a non-resident or another entity. The Moderator does not screen or regularly review posted content. The Moderator will investigate any complaints of possible violations and may take any appropriate action, in his/her sole discretion, including but not limited to issuing warnings, removing content, limiting or suspending access, and terminating subscriptions. However, because situations and interpretations vary, the Moderator also reserves the right to take no action. Either the Moderator or the Board may also report postings to the appropriate authorities.

If you believe a posting to the PV Group violates this Code of Conduct, please notify the Moderator by sending an email to **Park\_Village-owner@yahogroups.com**.

### **Official Disciplinary Action**

Upon the first violation, the subscriber may receive a written warning from the Board and/or the Moderator.

A second violation within 6 months may result in a three-month suspension from the PV Group.

A third violation within a year of the second violation may result in immediate and permanent suspension of all access to the PV Group.

**Appeal process.**

A subscriber to the PV Group who has been disciplined for a second or third violation may appeal that disciplinary action to the Board as a whole by sending an email to [pvhoa@parkvillage.org](mailto:pvhoa@parkvillage.org). The Board, in its sole discretion, may decide the appeal by email, or at an open meeting of the Board.