

# Timberton Village Homeowners Association

## Formal Correspondence Guidelines

The Timberton Village Board of Directors recognizes two forms of formal correspondence for inquiries, comments and concerns:

1. Formal correspondence to the Board may be sent via email to [tvhaboarddirectors@gmail.com](mailto:tvhaboarddirectors@gmail.com). The correspondence to be considered should be drafted in letter format and attached to the email as a .pdf or Word document file. Emails with the correspondence contained in the body of the email will not be accepted. Forwarded emails and emails sent to individual Board members or officers will likewise not be accepted.
2. Formal correspondence to the Board may be sent by U.S. Mail to:  
Timberton Village Homeowners Association  
P.O. Box 65218  
Port Ludlow, WA 98365

The Board will confirm receipt of all formal correspondence to the sender. All formal correspondence sent to the Board will be distributed to each individual Board member. The Board will then recognize all received formal correspondence at its next regularly scheduled meeting. The Board may choose to comment and/or reply to formal correspondence at its sole discretion. No individual Board member may respond to formal correspondence without concurrence of the Board.

**In order for formal correspondence to be recognized at an upcoming Board meeting, it must be emailed or postmarked at least four business days prior to the day of the meeting.**

Formal correspondence that require a physical mailing address should be sent to:

Timberton Village Homeowners' Association  
c/o South Bay Club  
120 Spinnaker Place  
Port Ludlow, WA 98365

No other forms of correspondence to the TVHA Board will be recognized or accepted, including but not limited to:

- Petitions
- Anonymous letters
- Email or correspondence sent to individual Board members
- Forwarded "chain" emails