

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 using the [Contact the Board link](#) on the website. The correspondence to be considered should be drafted in letter format and attached as a .pdf, Word .doc, or plain text .txt file. See instructions:
 - Fill out **Your Name** and **Your Email**.
 - In the **Subject** box put 'Formal Correspondence'.
 - Use the **Browse** button just above the **Send** button to attach a .pdf, .doc or .txt file of the message. You can only attach one file. If you have multiple files to send you will need to combine them into a single .zip file. Attachment file size limited to 20MB (megabyte).
 - Do not put the message in the **Your Message** box, it needs to be attached as a file to be considered "Formal Correspondence." Messages contained in the **Your Message** box will not be accepted as "Formal."
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 chose 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