Currier Ridge Communication Guide

April 3, 2025 (Approved by the Board of Directors)

The following protocols are in place, with the intent of ensuring all owners in the community receive timely communication regarding the Association’s business. It is incumbent upon all owners to keep the Property Manager Group up to date on any changes to your contact information, or unusual circumstances.

Communications Guidelines

1. Informational communications will be sent via email only. The following text will be added to communication sent solely via email “This message is being sent via email only. If you have a Currier Ridge neighbor or friend who does not use email, please share with them.”
2. Association Business Communications

Communications related to the business of the Association (budget information, annual meeting minutes etc.) will be sent by email in all instances to the email address on file. If you are the intended recipient (owner on the recorded deed) and you do not have an email address on file, a hard copy (paper) will be delivered to the appropriate address. The following text will be added to the end of these emails:

“This communication is being sent via email to recipients who have an email address of file; all others will receive a hard copy (paper).

Critical Association Business Communications:

These will be communications that we must send via hard copy (paper) to all, such as the annual meeting notice. Critical notification such a loss assessment letter, will be sent a hard (paper copy) to all intended recipients. In these instances, we will use the appropriate mailing address based on the Owner’s List or Special Notes list (maintained by the Property Management Company) for use by the Property Manager and the Board of Directors. Any recipient that typically receives an email communication can rest assured that, since they are receiving a hard copy, all intended recipients are also receiving a hard copy.

Special Notes

In those circumstances where an owner does not reside at Currier Ridge, and does not have an email address, it is incumbent upon those individuals to provide mailing addresses to the Property Manager in a timely manner, and/or to arrange a neighbor or friend to keep them up to date on Association Business.

This includes those that may temporarily move to another location, such as a winter home.

Messaging Boards

In the spring of 2025, two new messaging boards will be erected on the pool house and pump house exteriors. Copies of community notifications, including board agendas, and notices will be posted in these locations in lieu of the mailbox areas. This is an effort to ensure the community has physical access to information in a timely manner, while protecting copies from the weather.