



1.0 Purpose

This policy is intended to provide guidance to the Board of Directors (BOD) as to best practices for handling and securing member information. This document focuses specifically on information stored in digital format.

2.0 Revision History

- March 2026 – Removed Permissions column from table in 7.0 HOA DropBox Cloud Storage

3.0 Persons Affected

This policy impacts all BOD and ACC Committee members.

4.0 Use of Personal Accounts

All communication between the BOD and either HOA members or professionals performing services on behalf of the BOD or members shall be conducted using HOA specific e-mail accounts listed below. No personal E-mail accounts will be used for HOA purposes.

Further the HOA specific e-mail accounts shall be used to access the HOA DropBox cloud storage facility used to maintain HOA documents.

5.0 HOA Accounts

The following accounts have been created for HOA BOD and committee use. They are used to secure both GMAIL E-mail accounts and access to the HOA DropBox cloud storage.

- The president shall use 3CW.Pres@gmail.com
- The vice president shall use 3CW.Vicep@gmail.com
- The treasurer shall use 3CW.Treasurer@gmail.com
- The recording secretary shall use 3CW.RDS@gmail.com
- The corresponding secretary shall use 3CWHO.ACS@gmail.com
- The ACC shall use 3CWHO.ACC@gmail.com

6.0 HOA Account Passwords

Passwords for both E-mail and DropBox shall be changed a minimum of once per year. Additionally, they shall be changed by the incoming officer or member upon assumption of a new role on the BOD or the ACC.

7.0 HOA DropBox Cloud Storage

The BOD has elected to use a facility called DropBox to store HOA documents in the cloud.

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Personal computer drives or removable (thumb) drives will not be used to store HOA data. Any data currently stored on personal computers, removable drives and the Google Cloud storage will be migrated to the DropBox cloud. Once data is migrated to DropBox, copies on any other storage media will be destroyed.

The high level folder structure, and purpose of each folder follow.

Folder Name	Folder Purpose
3CWHOA Team Folder	High level folder (no data)
EPT	Event Planning Team Documents
HOA Documents	Final copies of all documents required to conduct HOA business
Resident Listings	Listing of all residents maintained by the CS
Working Documents	High level folder (no data)
ACC Working Docs	In progress documents owned by the ACC
CS	In progress documents owned by the CS
Pres	In progress documents owned by the Pres
RDS	In progress documents owned by the RDS
Treas	In progress documents owned by the Treas
VP	In progress documents owned by the VP

8.0 DropBox Administration

The Corresponding Secretary shall administer DropBox accounts and permissions. The Vice President shall act as backup to the Corresponding Secretary.

9.0 Electronic Record Retention

Electronic records shall be retained as documented in the Record Retention Policy.

Revision History:

2/25/26: Permissions: Permissions were as follows:

The high level folder structure purpose of each folder, and folder permissions follow.

Folder Name	Folder Purpose	Permissions
3CWHOA Team Folder	High level folder (no data)	Read all members
EPT	Event Planning Team Documents	Read all members Write VP and CS
HOA Documents	Final copies of all documents required to conduct HOA business	Read all members Write RDS and CS
Resident Listings	Listing of all residents maintained by the CS	Read all members Write RDS and CS
Working Documents	High level folder (no data)	Read all members
ACC Working Docs	In progress documents owned by the ACC	Read all members Write VP, CS and ACC
CS	In progress documents owned by the CS	Read all members Write CS
Pres	In progress documents owned by the Pres	Read all members Write Pres
RDS	In progress documents owned by the RDS	Read all members Write RDS
Treas	In progress documents owned by the Treas	Read all members Write Treas
VP	In progress documents owned by the VP	Read all members Write VP