

#### **Disclaimer**

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#### **Privacy Policy**

Our Privacy Policy is designed to assist you in understanding how we collect and use the personal information you provide to us and to assist you in making informed decisions when using our site and our services.

##### *Your Consent*

By using our website, you consent to our collection and use of your information as described in this privacy policy. If we change our privacy policies and procedures, we will post those changes on our website to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

##### *What Information Do We Collect?*

When you visit our website you may provide us with two types of information: personal information you knowingly choose to disclose that is collected on an individual basis and website use information collected on an aggregate basis as you and others browse our website.

##### **Personal Information You Choose to Provide**

You will provide us with your contact information; the reason for your inquiry or contacting us; and the action you would like us to take, if any. You may also provide additional comments on how you see CMA servicing your needs and interests.

If you choose to correspond with us through e-mail, we may retain the content of your e-mail messages together with your e-mail address and our responses.


Your Internet Protocol ("IP") address is usually associated with the place from which you enter the Internet, like your Internet Service Provider, your company or your university. We may use your IP address to help diagnose problems with our server, gather broad demographic information, and administer our website.


#### Website Use Information


Similar to other commercial websites, our website utilizes a standard technology called "cookies" (see explanation below, "What Are Cookies?") and web server logs to collect information about how our website is used. Information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, time spent at our website, and the websites visited just before and just after our website.


#### How Do We Use the Information That You Provide to Us?


Broadly speaking, we use personal information for doing our job to manage the community association's business, for purposes of administering and expanding our business activities, and for providing homeowner services. We do not sell our users' e-mail addresses. If you do not wish to receive communications from us, simply follow the un-subscribe instructions contained with any e-mail or reply to us that you prefer not to receive any e-mail from us. We will not provide your contact information to third parties without your consent with the following exceptions:


 Your information will be disclosed to our employees and contractors in order for them to do their job;

 Your information will be disclosed to the management of the community association;

 Your information will be provided to any company or organization against which you have a complaint unless you request anonymity;

 Your information will be disclosed if we are required to do so by law or subpoena or requested by law enforcement agencies or courts that have jurisdiction over our organization;

 We also reserve the right to report to law enforcement agencies any activities that we believe to be unlawful. We may release certain personal information when we believe that such release is reasonably necessary to protect the rights, property, and safety of others and ourselves.

 We also allow access to our database by third parties that provide us with services, such as technical maintenance or forums and job search software, but only for the purpose of and to the extent necessary to provide those services.

While disclosure of your information is limited as outlined above, we reserve the right to use aggregated anonymous data about our users as a group for any business purpose, such as analyzing usage trends and seeking compatible advertisers and partners.

#### What Are Cookies?

A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site's computer asks your computer for permission to store this file in a part of your hard drive specifically designated for cookies. Each website can send its own cookie to your browser if

your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other sites. If you don't want cookies, your web browser likely includes an option that allows you to not accept them. However, if you set your browser to refuse cookies, some portions of our website may not function properly. You can find information about how you can adjust your cookie setting at the following websites:  
Microsoft Internet Explorer: <http://www.microsoft.com/info/cookies.htm>, and  
Netscape Navigator: [http://www.netscape.com/legal\\_notices/cookies.html](http://www.netscape.com/legal_notices/cookies.html).


*How Do We Use Information We Collect from Cookies?*


As you use our website, the site uses its cookies to differentiate you from other browsers so your input form is only available to you. In some cases, we also use cookies to prevent you from seeing unnecessary material or requiring you to log in more than is necessary for security. Cookies, in conjunction with our web server's log files, allow us to calculate the aggregate number of people visiting our website and which parts of the site are most popular or useful. This helps us gather feedback in order to constantly improve our website and better serve the homeowners. Cookies do not allow us to gather any personal information about you, and we do not generally store any personal information that you provided to us in your cookies.

This website does NOT use electronic images known as web beacons, or clear GIFs to monitor the activity of our website. Used in combination with cookies, a web beacon is an often-transparent graphic image, usually no larger than 1 pixel x 1 pixel, which is placed on a website or in an e-mail that is used to monitor the behavior of the user visiting the website or opening the e-mail. (To learn more about web beacons, visit Webopedia).

*How Do We Protect Your Information?*

There is no guarantee that the information you supply to us will remain confidential; however, we have taken the following steps in an attempt to preserve the confidentiality and security of the information you provide to us.

 We limit access to personal information about you to employees and contractors who we believe reasonably need to come into contact with that information to provide the services for you or in order to do their jobs.

 We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.

E-mail is not recognized as a secure medium of communication. For this reason, we request that you do not send private information to us by e-mail. If you choose to communicate with us through e-mail, you are assuming the risk of doing so.

*What About Other Websites Linked to Our Website?*

We are not responsible for the practices employed by websites linked to or from our website, nor the information or content contained therein. Often links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website. Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

Children

This website is not intended for use by children. If your children disclose information about themselves on our website, they may get unsolicited messages from other parties. Accordingly, you should instruct your children not to use this website and not to disclose their personal information on our website. You may learn more about protecting children's privacy online by visiting [www.ftc.gov/kidzprivacy](http://www.ftc.gov/kidzprivacy).

Third-Party Advertisers

We do NOT use third-party advertising companies to provide advertisements or allow third-party advertisers to track your browsing activities on our website.

Changes to Policy

We may update this policy from time to time without any prior notice to you. Changes will be noted in this website. Continued access of this website by you will constitute your acceptance of any changes or revisions to the privacy policy.

Please contact the webmaster [tgreen@cmamanagement.com](mailto:tgreen@cmamanagement.com) if you have any questions or concerns regarding this privacy policy.

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