

**Parkridge Estates Improvement Association**  
**Google Group Terms and Conditions**

This document, originally created on October 27, 2023 and revised on June 2, 2024, shall serve as the terms and conditions of both the administration of the Google Group as well as user guidelines. Any user or member of the Google Group effectively agrees to the terms and conditions by being a user. Unsubscribing from the Google Group terminates the user's agreement.

**Administration**

The Google Group shall be administered and managed by the Parkridge Estates Improvement Association (PEIA), or its associated entities. PEIA shall moderate the Google Group for email content, and shall take appropriate action when needed. PEIA shall also approve and remove members, and administer and manage the group accordingly.

Amendments may be made to this agreement at the discretion of PEIA.

**Privacy**

PEIA shall protect any private information to the best of its ability.

In order to join the Google Group, users must provide their full name, residential address, and email address to PEIA, for membership approval. Membership may not be anonymous. In the spirit of the notion of community, users shall add their name to any emails issued.

**User Rules**

Be respectful, understanding, and empathetic when communicating.

Refrain from posting commercial messages. Commercial is defined as the making or intent to make money or profit, for business purposes. Exceptions may include, but not be limited to, non-profit organization's activities, private sales, garage sales, and free giveaways.

Refrain from national or state political messages.

Political messages for local city, district, and county elections and issues are allowed. Discussions of local issues are welcomed.

You may not collect user information disseminated from the group for private or commercial purposes.

You may privately email members from the group. Unless otherwise agreed upon between the two or more parties, the above rules shall apply.

Users are expected to exercise and uphold the “safety of conversation”. Thus, what is discussed within the Google Group should not be passed to an outside party. Outside parties are not allowed to engage in group conversations.

Violations of the above rules may result in being temporarily or permanently removed from the Google Group. A warning will be issued prior to any action taken, and any action taken will be the result of a discussion and vote from PEIA.

Allowed users are residents, caretakers, relevant family members, and local community representatives. Users shall have an interest in the safety and security of a Parkridge Estates resident or neighborhood.

In the event you are no longer a resident or have associated business with a resident or neighborhood, your user agreement immediately terminates. Please notify PEIA of such termination.

### **Issued Emails**

Emails may be issued, including by not limited to, of the following topics:

- Alerts and Announcements
- Recommendations, both asking for and receiving
- Local political information and discussion
- Emergency Preparedness information
- Security Information
- And other topics

The PEIA Google Group is designed to be flexible, covering a range of topics. Please exercise respect and mindfulness when engaging with the group.

### **Best Practices**

- When starting an email thread, it is sometimes best to send the email via BCC (Blank Carbon Copy) instead of TO. This way, when people reply all, they only reply to you directly.
- When replying, reply to the group when your message adds to the conversation. This helps reduce email clutter.
- When replying, be cognizant of REPLY vs REPLY ALL. Sometimes REPLY is most appropriate, especially if the message is only relevant to one person.
- Most importantly, be respectful.