

## **Owner Information Policy**

Colony West Home Owners Association and Condominium Association (herein, Colony West) wishes to maintain a safe and enjoyable environment for all residents. There are many types of situations that require Colony West to contact owners who do or do not reside within the Colony West community including but not limited to mailing of ballot information, notice of annual meeting, notice of Colony West Homeowners' and condominium Associations board meetings.

### **Owner Information Disclosure Requirements:**

#### **1. Purpose**

This policy outlines the collection, use, disclosure, and protection of owner information by Colony West in accordance with Illinois law

#### **2. Collection of Owner Information**

Colony West shall collect the following information from each unit owner:

- Full legal name(s) of owner(s)
- Unit or lot number
- Mailing address (if different from unit/lot)
- Telephone number(s)
- Email address(es)
- Emergency contact information

**Timing:** The unit owner must provide certain information to the Colony West management team no later than 30 days after closing of sale of the property or no later than 10 days after occupancy, whichever is earlier. If the property is owned prior to the adoption of the Policy by the board then the owner information must be provided no later than 30 days after adoption of this Policy.

#### **3. Use of Information**

Owner information shall only be used for the following purposes:

- Official Colony West communications
- Voting and quorum calculations
- Emergency contact purposes
- Legal and enforcement matters related to the Association
- Compliance with the Illinois Condominium Property Act and/or the Common Interest Community Association Act

#### **4. Disclosure of Information**

Per 765 ILCS 605/19 (Illinois Condominium Property Act) and 765 ILCS 160/1-30 (Common Interest Community Association Act), the following rules apply:

- **Limitations on Use:** The use of owner information for commercial purposes, political campaigns, or other non-association-related matters is prohibited.
- **Third-Party Sharing:** Owner information will not be sold or shared with third parties without the owner's consent, unless required by law or in connection with Colony West enforcement or legal proceedings.

## 5. Owner Responsibilities

Owners must promptly notify the Colony West of any changes to their contact information. Failure to do so may result in missed communications, fines, and shall not be grounds for challenging Association actions.

## 6. Data Security

The HOA will maintain to the best of its ability reasonable safeguards to protect owner information from unauthorized access, including but not limited to:

- Password-protected digital records
- Secure locked storage of physical records
- Access restricted to Board members and authorized agents

## 7. Enforcement

Violation of this policy by a Board member, owner, or agent may result in disciplinary action, including fines, removal of access, removal of voting privileges, or legal action, as permitted by the governing documents and Illinois law until the required information is provided to Colony West's management.

## 8. Review and Updates

This policy shall be reviewed annually by the Board and updated as necessary to comply with changes in law or best practices.

### Consequences of Non-Compliance:

Failure to comply with these disclosure requirements may result in a \$100 fine and an additional \$100 for each additional month of nondisclosure. In addition, the association may place a lien on the property for the amount of the fines accumulated and file other action against the unit owner. The owner will be charged any and all costs of any legal efforts for violation of this policy. In addition, failure to comply may result in suspension of Colony West privileges including prohibition of voting and use of common areas.

**For more detailed information or assistance, unit owners should consult with a legal professional familiar with the Illinois Condominium Property Act**

Contact:

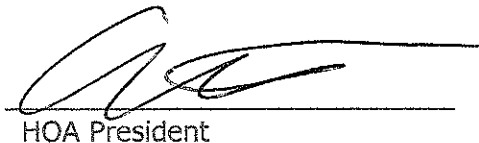
Colony West Property Management; IM High Maintenance, LLC  
31 Colony West Drive  
Champaign, IL 61820  
217-359-3405

Effective Date:

Approved By: HOA and Condominium Association Boards

COA Vote:

HOA Vote:

  
COA President  
HOA President