

MEMORANDUM OF UNDERSTANDING

Section 1. INTENT.

Garden Oaks Civic Club (GOCC)¹ and Garden Oaks Maintenance Organization (GOMO)² have worked together to assemble lists of email addresses for Garden Oaks property owners to serve the purpose^s of their respective organizations.

Data contained in the list are, for the most part, publicly available or voluntarily provided. Texas Property Code may or may not classify the Garden Oaks email lists as “confidential records” because neither organization is currently a POA and owners were not compelled to provide their emails (see note below). GOCC and GOMO are electing to treat the email list as a “confidential record” because it is their desire to protect owners and to establish and maintain the higher standards required of POAs when dealing with their constituents’ data.

Compilation of email information through volunteer efforts or a service provider is costly. Once compiled, lists which can reach most owners is very valuable to both organizations, saving thousands of dollars in USPS mailings per year. However, email lists remain valuable only so long as the lists do not become a source of unwanted messages. It is important that both the quantity and the content of messages be managed to prevent “blocking” and “unsubscriptions”.

Accordingly, GOCC and GOMO are adopting restrictions on use of their email lists. Specifically, these lists may not be used for:

- political campaigns
- commercial activity
- personal purposes

It is also our intent to limit the frequency of mailings by instituting an approval process which includes elected officers of GOMO and GOCC.

Section 2. LIST MANAGEMENT.

GOCC and GOMO will designate keeper(s) of the data who will:

- update lists.
- provide for backup and continuity of use.
- assist with obtaining approvals for mailings.
- send mailings which utilize the lists.
- not publish the list.
- not furnish lists or list content to others without approval.

¹The Purpose of GOCC is promoting the civic and social welfare of the residents of Garden Oaks, fostering neighborhood unity, and assisting in activities that benefit and promote the residential character of the neighborhood.

²The purpose of GOMO is to further the common interests of owners of sections 1, 2, 3, & 5. These include but are not limited to the enforcement of deed restrictions, collection of assessments and promotion of health, safety, and welfare of residents and the land (Adapted from Articles of Incorporation 9/27/2002).

Section 3. APPROVAL OF MAILING.

Mailings may be approved by a vote of the GOCC officers and committee chairs or by a vote of the GOMO board.

OR

Mailings may be approved by three officers of GOMO and/or GOCC provided at least one approval comes from each organization.

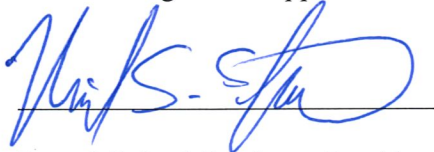
Section 4. CONFIDENTIALITY.

Under the Texas Property Code, specifically Section 209.005, individual property owners' personal email addresses are considered confidential records.

Access to an association's list of member email addresses is strictly defined:

- Authorized Association Use Only: The Property Owners' Association (POA) and its managing agent/board have access to the roster of registered email addresses to conduct official business, such as sending mandatory notices for board meetings, open meetings, and budget changes.
- No Blanket Member Access: Owners do not have an automatic right to demand and view the personal email addresses or phone numbers of other members when requesting to inspect association books and records. The law protects this information from being broadly disseminated to other residents.

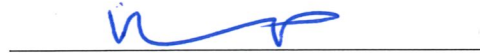
Acknowledged and Approved:



By: Michael Stephens, President
Garden Oaks Civic Club

Date: 8/10/26

Acknowledged and Approved:



By: James Elmore, President
Garden Oaks Maintenance Organization

Date: 10 AUG 2026