



March 10, 2011

Subject: Reminder -- BPNA Member Contact Information Is Confidential

Dear member,

Many of our members have requested the association to restrict the use of their personal contact information. In addition, some regard their contact information as private or for personal use only and not available for any other use without their expressed prior approval.

BPNA members should restrict the association's membership list and related contact information -- individual names, home addresses, telephone numbers, email addresses, and other information that an individual might consider personal or confidential -- to members only and association related business.

Accordingly, the association's membership and personal contact information should be treated as BPNA Confidential. Confidential information should not be distributed outside of the association's membership; meaning, restricting the use of this information to association members for the exclusive use of association related business.

Secondly, any member contact information made available on BPNA's website will be password protected. This password will be available to members only. The exception is BPNA Officer, Committee Chairman, and Section Leader contact information which will be posted publicly.

Your attention / cooperation with respect to this matter is requested / appreciated.

Best regards,

**Gene Lawrence**  
**President**  
**Berkner Park Neighborhood Association**



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