

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
111
Official Betmar Mailings**

Effective Date: 1/15/2009

Last Revision: 11-16-2023

Version 111.1

SCOPE: This policy identifies the address for managing official mailings to Betmar Owners, Inc. and Betmar Acres Club, Inc. and describes use. The policy applies to Board of Directors, Trustees, and sub-organizations officers/members and/or their representatives, and any person's representing/corresponding on behalf of either corporation.

PURPOSE: The purpose of this policy is to state the Betmar Office is the registered and the principal address to be used for official mail. In doing so:

1. It facilitates tracking and distribution to recipients.
2. It prevents inadvertent mailing to members no longer actively serving in a position.
3. It describes the address as registered per FS 617.

POLICY: While serving on the Board of Directors, as a Trustee, sub-organization Board officer or representing either corporation in an official capacity, the Betmar office shall serve as the registered and principal address of record for all correspondence. Home addresses shall not be used.

PROCEDURE:

1. Per Betmar Acres Club, Inc. Articles of Incorporation and Betmar Owners, Inc. bylaws, the registered and principal address is:

37145 Lakewood Drive
Zephyrhills, FL. 33542

2. When using the official address, when possible, instruct the sender to specify recipient via:
 ATTENTION: (Director, club, or club representative)
3. Oversized parcels or equipment too large to be easily moved once delivered:
 - a. May be delivered to a specific site. (Ex: Barn, Pool, etc.)
 - b. The person designated as recipient is responsible for arranging delivery time, receiving, and tracking of the delivery.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
111	Owners Board of Directors	1-15/2009		unknown
111.1	Owners Board of Directors	11-16-2023	Replaces policy 111 dated 1-15-2009	P & P committee
111.1	Acres Board of Directors	11-16-2023	Replaces policy 111 dated 1-15-2009	P & P committee

111.1 Approved:

Policy and Procedure Chairperson: _____ Date _____

President Betmar Owners, Inc./Betmar Acres Club, Inc.

_____ Date _____

Three (3) Year Policy and Procedure Committee Review Date: 2026

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029

Signed: _____

APPROVED