



## **The Heritage Hills Homeowners Association has chosen to use AtoZ Directories to create a secure online Directory of residents.**

Residents will be able to use their computers or mobile devices to access the Directory and will be able to edit their dwelling and personal information in real time.

A limited number of copies will be printed. Once the Directory has over 100 addresses in it, residents will be provided with instructions on how to get an electronic copy.

**For privacy purposes the Directory will initially ONLY include house addresses of those residents that submit their information.**

Once we have over 100 addresses submitted, each resident will be emailed a username and password and can then enter the name he/she wants to have listed in the Directory and any other information such as phone number(s), email address(es), additional household members, etc. Each resident also chooses which information can be viewed by other residents. Submission details provided below.

**The Directory will ultimately include a section where residents can advertise services they offer such as babysitting, snow shoveling, etc.**

Once the Directory is up and running residents will be provided with instructions on how to be included in the services section.

### **Note:**

**The Directory is to be used by Heritage Hills residents for private use only and may not be used for any commercial or solicitation purpose.**

Using the Directory for other than private use is a finable offense.

HOA management will also have access to the Directory information but will only use it to communicate directly with residents, when necessary.

**Your information will not be sold or disclosed to any other parties.**

If you **do not want to be in the Directory** and do not want access to the website/app, no further action is required.

### **Submission Instructions:**

If you **do want to be in the Directory and/or want access to the website/app**, please submit the following information via email to [heritagehillsdirectory@gmail.com](mailto:heritagehillsdirectory@gmail.com)

- **On Subject Line indicate "Directory"**
- **Homeowner/Resident Name:** Name is for residency verification purposes-will not be added to Directory until resident adds it.
- **Street Address**
- **Status:** Owner or Renter
- **Email Address:** Email address will be used to send a username and password and will not show in Directory until resident adds it.

Residents who do not use a computer will be given instructions on how to be included and how to get a copy of the Directory at a later date and in a separate mailing.

Questions regarding the Heritage Hills Directory may be forwarded to: [heritagehillsdirectory@gmail.com](mailto:heritagehillsdirectory@gmail.com)

To learn more about AtoZ Directories visit: <http://www.atozdirectories.com/>