



# ORCHARD GLEN COMMUNITY ASSOCIATION

To: The Membership

From: Orchard Glen Community Association

Re: Methods of Distribution for Association Information

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California Civil Code provides all association members with two different options to receive certain documents. One way is to “Opt In” to receiving association-generated documents electronically. The other way is to “Opt Out” of having your information provided to other association members for the purpose of receiving documents generated by those members. You have the opportunity to either Opt In to receiving association-generated documents electronically, or Opt Out of receiving documents generated by other members (or both) as follows:

**(I) Opt-In for electronic receipt of documents provided by the association to meet State notification requirements:**

- You have a right to receive association documents electronically instead of in hard copy format – save a tree!
- You must be able to open PDF (Portable Document Format) documents to review them electronically. This may require a download from Adobe which can be found at <http://get.adobe.com/reader>. The download is free.
- The documents that can be sent to you in electronic format include budgets, audits, membership notices such as information on upcoming events, solicitation for board candidates, etc.
- Ballots must be submitted to you in hard-copy format, even if you opt in to receive electronic documents, because California Civil Code §5115(a) requires hard copies to be distributed along with envelopes. Ballots that must be sent in hard copy are those regarding assessment increases in excess of 20% over the previous fiscal year; special assessments over 5% of the gross operating expenses for the year; the election and removal of directors; amendments to certain governing documents; or the grant of exclusive use common area property to an individual owner.
- By selecting “Yes” to the “Opt In” section on page 3, you are providing an unrevoked written consent (in accordance with California Civil Code §4040(a)(2) to receive your standard association documents electronically via e-mail to the e-mail address you have provided in the “email address” section of the consent form. This does not apply to election materials or assessment statements as noted above.
- Once you have opted in for electronic distribution of documents, you may still request paper (hard) copies to be sent at no cost to you.
- You may change your Opt In decision at any time by sending an e-mail to [dwhitworth@encorepmc.com](mailto:dwhitworth@encorepmc.com) requesting to be removed from the Opt In list.



# ORCHARD GLEN COMMUNITY ASSOCIATION

**(2) Opt-Out of having your information provided to other association members for the purpose of receiving documents generated by those members:**

- You have the right to request that your name, address and e-mail address be withheld when another member submits a valid request for the association's membership list (Opt Out)
- By selecting "Yes" in the "Opt Out" section of the consent form, you are withdrawing your name, address and e-mail address from the association's membership list for association-related information submitted by other members in the community.
- Opting out does not remove you from the list for distribution of official association documents such as ballots, budgets, and other notices.
- Once you have opted out for receipt of notices from other members, the members still have a right to submit their information to the management company to distribute on their behalf at their expense so that it still reaches you by mail.
- You may change your Opt Out option at any time by sending an e-mail to [dwhitworth@encorepmc.com](mailto:dwhitworth@encorepmc.com) requesting to be removed from the Opt Out list.

**When you have completed and signed your form, please return to:**

**Orchard Glen Community Association**

**c/o Encore Property Management**

**P. O. Box 1117**

**Corona, Ca. 92878**

or Email: [dwhitworth@encorepmc.com](mailto:dwhitworth@encorepmc.com)

**See Below for Form**



# ORCHARD GLEN COMMUNITY ASSOCIATION

**(1) Opt-In for electronic receipt of documents provided by the association to meet the State of California's notification requirements:**

- Yes! I would like to save a tree and receive my documents electronically as outlined.
- No, thank you. I prefer to receive my documents in hard-copy format.

**(2) Opt-Out of having your information provided to other association members for the purpose of receiving documents generated by those members:**

- Yes! I would like to have my name, address and e-mail address removed from the association's mailing list that may be available to association members.

Print Name Below

By signing below, I \_\_\_\_\_, am providing an unrevoked consent to receive documents/information as designated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Your Address within the Association

\_\_\_\_\_  
Your Mailing Address if Different

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address (if Opting In)

Email to:

[dwhitworth@encorepmc.com](mailto:dwhitworth@encorepmc.com)