

**UPPER TERRACE HOMEOWNERS ASSOCIATION**

c/o Anchor Community Management, Inc.

P.O. Box 3237 • Camarillo, CA 93011-3237 • (805) 388-3848 • Fax (805) 388-0856  
info@anchorcommunitymgmt.com • www.anchorcommunitymgmt.com/upperterrace.htm

**REQUEST FOR DELIVERY OF ASSOCIATION DOCUMENTS BY E-MAIL**

The undersigned hereby certify/certifies that he/she/they is/are the record owner(s) (if one, or more than one, collectively the "Owner") of the unit/lot identified below located within the Association. Owner hereby requests that whenever Association ("Association") distributes any of the following Association documents to the Association membership, the Association will send them via electronic transmission to the e-mail addresses listed below in lieu of personal or mail delivery to Owner's physical address:

Annual Budget Disclosure Packet, including:

- Pro Forma Operating Budget or Pro Forma Operating Budget Summary
- Assessment and Reserve Funding Disclosure Summary
- Assessment Collection Policy
- Notice: Assessments and Foreclosure
- Insurance Coverage Summary
- Statement of Board Minutes Access
- Alternative Dispute Resolution (ADR) Rights (summary)

- Internal Dispute Resolution (IDR) Rights (summary)
- Architectural Changes Notice
- Secondary Address Notification Request
- Monetary Penalties Schedule
- Reserve Funding Plan

Financial Review/Audit

Notice of Proposed Rule Changes; Adopted Rule changes or challenges to rule changes

If there is more than one record Owner, it is recommended that each Owner should complete and sign this Request. If fewer than all record owners complete this Request, the Association will deem that to mean that the owner(s) submitting this request has/have the consent of all other record owners that the Association Documents shall be delivered to the e-mail address(es) indicated above in lieu of personal or mail delivery, unless the Association is notified to the contrary in writing. An owner is responsible for notifying the Association of any change in e-mail address(es). An owner may revoke this request in writing (email, mail or fax) and receive "hard copies" of the Association Documents at any time.

Upon written request to the Association, Owner shall have the right to "hard copies" of any Association Documents that are delivered via-email. There is no charge if the request is received before the mailing to all homeowners.

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Print Owner Name*

\_\_\_\_\_  
*Print Owner Name*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*Email address*

Upper Terrace Address: \_\_\_\_\_, Westlake Village, CA 91361      Date \_\_\_\_\_

**Membership Mailing List Opt Out**

As a result of a recent court decision, if a member requests a membership list pursuant to *Civil Code* Section 1365.2, the Association is now obligated to provide not only your name, property address and mailing address, but also your email address if you have previously provided the Association and/or management with your email address. If you do not wish to have your email address included in the membership list, then you may opt out and not have it so included by executing this correspondence and returning it back to the Association's management company. If we do not receive your email opt out and we are in possession of your email address, then, at the time that any member seeks the Association's membership list, your email will be included.

I, \_\_\_\_\_, am a member of the Upper Terrace Homeowners Association. I am hereby requesting that my email address not be included within the Association's membership list. I understand that by not having my email address included, it is possible that I will not receive certain notices or other information that a member may wish to send to the membership via email. Notwithstanding this fact, I do not wish my email address to be included within the membership list.

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Owner Signature*

This form can be submitted by mail, fax, or scanned and emailed, as long as it is signed by the owner.