

E-Mail Authorization for Distribution of Association Documents

RECOMMENDED – Skip this Form & Complete this Authorization on your Online Portal:

<https://home.virtualhoa.com/>

We are pleased to offer e-mail distribution services for your Association. By signing up for e-mail distribution, not only are you going **green** and saving trees, but you are saving the Association substantial expenses of copying, postage, and supplies, ultimately keeping Association costs and assessments down.

Please Make One (1) Selection:

☐ I **Consent** for E-Mail Delivery, and agree to the following terms:

- Monthly Statements will be sent via e-mail.
- As allowed by law, Association documents will be sent via e-mail.
- Only one e-mail address will be accepted per unit address.
- The delivery of any notices, disclosures, and documents is complete at the time of e-mail transmission.
- Per law, some documents are always required to be delivered by U.S. Mail, regardless of e-mail consent.

☐ I **Decline** E-Mail Delivery, and agree to the following terms:

- Monthly Statements will be sent via U.S. Mail.
- Association documents required by law to be delivered via U.S. Mail will be delivered via U.S. Mail.
- Some Association communication and documents do not have their delivery methods regulated by law, and thus may be sent via any expeditious method, including electronic delivery, regardless of e-mail consent. For example, management may e-mail and text the Association regarding an emergency water leak in progress, regardless of e-mail consent. Electronically sent communications and documents may not be received by the homeowner if no electronic addresses are on file.

Signature of Owner: _____ Date: _____

Printed Owner Name: _____

Address within HOA: _____

E-Mail Address: _____

If you are not completing this form on your Online Portal, you may send this completed & signed form to the physical or email address at the bottom of this page.

Notes:

- To change your electronic authorization preference or change your e-mail address, please fill out and resend this form to Virtual HOA Management with your updated selections, or change your selection on your Online Portal (www.virtualhoa.com).
- Regardless of your e-mail consent selection, you have the right to request documents at any time.
 - Viewing documents is free at 2020 Alameda Padre Serra, Suite 220, Santa Barbara, CA 93103.
 - Printing and mailing costs will be charged.