

**Welcome Packages (Non Required Civil Code Sec. 4525)**  
**Artisan HOA**

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
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## Civil Code § 4041 Disclosures

California Civil Code § 4041 requires owners, on an annual basis, to provide the association with written notice of the following:

Property Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

1. The mailing address to which notices from the association are to be delivered:

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Tel. \_\_\_\_\_  
Email address \_\_\_\_\_

2. A secondary address, if any, to which notices from the association are to be delivered

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Tel. \_\_\_\_\_  
Email address \_\_\_\_\_

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence:

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Tel. \_\_\_\_\_  
Email address \_\_\_\_\_

4. Please indicate one of the following regarding this property by placing a check mark beside the proper choice:

  

Owner-Occupied  
Vacant

  

Rented  
Undeveloped Land

In addition, please list the name and contact information for your tenants if your unit is being rented:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_ Lease ends on \_\_\_\_\_

Please complete and return this form to:

Artisan HOA  
c/o ACE Property Management, Inc.  
1290 Kifer Road, Suite 309  
Sunnyvale, CA 94086

Or by email to: [admin@acepm.net](mailto:admin@acepm.net)

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## Artisan HOA Membership Information Choices

California law allows Members of an Association choices in both how they receive information from the Association as well as how their contact information is shared with other owners under certain defined circumstances.

The first choice is to **Opt-In** to receive most information from the Association by email. Selecting to **Opt-In** allows the Association to dramatically lower printing and mailing costs, which helps keep Member assessments under control. The Association urges all Members to **Opt-In**.

The second choice is to **Opt-Out** of sharing your contact information from the membership list with a Member who requests a copy of the membership list. Under certain defined situations Members may request a copy of the membership list to communicate with all other Members. It is a Member's personal choice as to whether or not to share your contact information. It should be noted that a Member **cannot Opt-Out** of receiving information from the Association. Previous contact information, including email addresses, will be used unless you **Opt-Out**.

Either choice, to **Opt-In** for receiving information via email or to **Opt-Out** of sharing your contact information with other Members is revocable by the Member at any time by notifying the Association in writing of the revised choice.

### INSTRUCTIONS AND FURTHER INFORMATION FOR BOTH FORMS:

- Where there is more than one record Owner, 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, unless the Association is notified to the contrary in writing.
- This request shall be forwarded to "Artisan HOA" in one of the following manners: (i) by mail or personal delivery to "Artisan HOA" C/O ACE Property Management, Inc. 1290 Kifer Road, Suite 309, Sunnyvale, CA 94086, (ii) by facsimile transmission to 408-217-2889, or (iii) as an e-mail transmitted to [admin@acepm.net](mailto:admin@acepm.net).
- **REVOCAION BY OWNER:** Owner has the right to revoke this request by sending a written revocation, signed by the Owner, to the Association. Such revocation shall also identity the unit/lot address, and be forwarded to the Association in one of the following manners: (i) by mail or personal delivery to "Artisan HOA" C/O ACE Property Management, Inc. 1290 Kifer Road, Suite 309, Sunnyvale, CA 94086, (ii) by facsimile transmission to 408-217-2889, or (iii) as an attachment to an e-mail transmitted to [admin@acepm.net](mailto:admin@acepm.net).

**(See Other Side)**

Order: KX23SRPWJ  
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TEL: 408-217-2882 | FAX 408-217-2889

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