

**No Transfer of Title Without Grant Deed and
Escrow Check(s)**

**CMS requires a copy of the grant deed and
escrow check(s) to change ownership of any
property.**

**The information on the check stub from payment
of assessments is NOT sufficient to transfer title.**

**Please send these items to CMS as soon as
possible.**

CONSENT TO RECEIVE ASSOCIATION NOTICES AND DOCUMENTS ELECTRONICALLY

Please take a moment to review the Terms and Conditions presented below.

Agreement To Terms and Conditions:

In accordance with California Civil Code §§4040 to 4050, which is part of California's Davis-Stirling Common Interest Development Act (CC §§4000-6150) (the "Act"), the undersigned Member(s) of the **[name of association]** Association (the "Association"), by signing below, hereby consent to receipt of documents, reports, notices, and other information from the Association by e-mail, facsimile, or other electronic means. It is my intention that this consent apply, without limitation, to notices, newsletters, minutes, personal invoices, budgets, financial statements, and other documents that the Association is required by the Act to deliver to its Members, instead of receiving that information by conventional first-class mail, so long as the means of electronic transmission utilized by the Association creates a record that is capable of retention, retrieval, and review that may thereafter be rendered into clearly legible, tangible form. This consent to receipt of notices and information from the Association by electronic means shall not apply, however, to any notice or document which the Act or other applicable law requires to be provided to me by some other form of written communication or by personal delivery. NOTE: Any item that requires an official vote and ballot of the membership cannot be communicated via email and will be sent via conventional mail.

Terms and Conditions:

1. Email statement Enrollment

- a. By agreeing to receipt of Association notices and documents electronically, you are indicating that you would like to receive your HOA statements and other Association notices and documents via electronic mail (email).
- b. By enrolling, you acknowledge and agree that email statements are a courtesy service and regardless of whether you receive any email statements, you must pay your assessments and/or other charges to the HOA in a timely fashion and in conformance with the governing documents of the HOA.
- c. By registering and completing this form, you are considered enrolled. The next time your account is billed, you will receive an email statement and no other statement will be provided through the postal service or otherwise.

2. Limitations, Charges and Cancellation:

- a. Service Limitations:
HOA will take commercially reasonable efforts to provide your Association notices and documents via email in a productive and efficient manner. However, technical or other difficulties cannot always be foreseen or anticipated. These difficulties may result in loss of data, personalized settings or delays in your receipt of Association notices and documents. HOA is not liable for failures of email transmissions of Association notices and documents due to any cause, including but not limited to transmission failures due to bounced emails, full email boxes, internet access problems, network failures, and any other delays or customer failure to receive email statements.

b. Cancellation:

You have the right to receive any notice or other document or record that is provided or made available under this Consent on paper or in non-electronic form if requested by you, in writing to the Association. You may revoke your consent to receipt of association notices and documents at any time by providing the Association with signed written notice of your desire to do so.

4. Contact Information:

For questions regarding these Terms and Conditions contact us at:
cs@communitymanagement.com or 408-559-1977.

Requests to receive any notice or other document or record that is provided or made available under this Consent on paper or in non-electronic form should be submitted in writing to:

Community Management Services, Inc.
1935 Dry Creek Road, Suite 203
Campbell, CA 95008

Acknowledgement:

By signing below, I acknowledge that I will not receive conventional printed or photocopied versions of documents generally distributed by the Association unless I otherwise specifically request receipt of a non-electronic form of the notice or document. I understand that, at any time, I may request a paper copy of any document that I have previously received in electronic form, or that I desire in some other format, by contacting the Association's manager. I understand that the Association cannot confirm my ability to receive communications, or whether I have read such communications. By executing this document, I am affirming that the electronic device I use to receive communications meets the hardware and software requirements necessary for receiving such notices, statements, and disclosures electronically. I understand that the Association may be required to disclose my e-mail address in accordance with California law. I agree to provide notice to the Association in the event of any changes to my e-mail address, and understand that I can withdraw this Consent at any time, simply by sending in writing to the Association's manager.

DATED: _____, 20__

SIGNATURE OF MEMBER: _____

Association Name: _____

Print Name of Member: _____

Property Address: _____

Telephone Number: _____

Account Number: _____

E-mail Address: _____



We have made the enrollment process easier and added payment options! Simply go to the Heritage Bank of Commerce website at <https://hbcpay.com/#/person/find/>

It is a 3 step process:

1. Register: you will need 3 pieces of information found on your statement.
 - a. Client ID
 - b. Association ID
 - c. Account #

Please Note: PAYMENTS MUST BE RECEIVED BY THE 15th OF MONTH TO AVOID YOUR ASSOCIATIONS LATE & INTEREST FEES. Payments require 5-7 business days, including mailing time, to post to your account.

Client ID: 105	Association ID	Account Number
ABC HOMEOWNERS ASSOCIATION 1935 DRY CREEK ROAD SUITE 203 CAMPBELL, CA 95008-3631 (408) 559-1977	Account Number 0134-00033663	Date 02/01/2018
	Payment Due 02/01/2018	Amount Due \$505.00
	Amount Enclosed	

Once registered you will be able to manage your payment(s), see your payment history, add as many payment method types (ACH, Credit Card, Debit Card) and maintain your profile.

Create a PIN, and access portal easily with email and PIN in the future.
You can access the payment portal anytime thereafter with your email address and 4 Digit PIN.



Enter your Email and 4 digit PIN to login to your Portal

A login form with a white background and a black border. It contains an "Email Address" field with the text "kimberly.bohn@herbank.com" and a close icon. Below it is a section titled "Enter Your 4 Digit Pin" with four empty square boxes. A blue "LOGIN" button is centered below the boxes. At the bottom, there is a checkbox labeled "Remember Email" and a link "RESET MY PIN".

2. Set Up your payment method. You can pay by ACH debit to your bank account, debit card or credit card. Convenience fees apply to debit or credit card payment methods.

A form for setting up a bank account. It has a dropdown menu for "Select Payment Method Type" with "Bank Account" selected. Below are fields for "Bank Account Holder Name" (Kimberly Bohn), "Routing Number", "Bank Account Number", and "Confirm Account Number". There is also a dropdown for "Account Type" with "Checking Account" selected. A green "SAVE BANK ACCOUNT" button is at the bottom. Below the button is a section titled "- Bank Account Fee Info -" stating "Using a bank account to make a payment is free." and a "BACK" link.A form for setting up a debit or credit card. It has a dropdown menu for "Select Payment Method Type" with "Debit or Credit Card" selected. Below are fields for "Cardholder Name" (Kimberly Bohn), "Card Number" (masked with dots), and "Expiration Date" (MM/YY). A green "SAVE CARD" button is at the bottom. Below the button are two sections: "- Debit Card Fee Info -" stating "A \$4.95 convenience fee will be applied at the time of payment." and "- Credit Card Fee Info -" stating "A 2.95% service fee will be applied at the time of payment." Both sections have a "BACK" link.

3. Set up your AutoPay (scheduled payment) selecting the payment method you previously set up in step #2.

New Scheduled Payment

Account #
1

Payment amount:
\$ 0.00

Select Pay Method:

BANK Checking #6789
Fee: None
Kimberly Bohn

Add New Payment Method

Frequency:
Please select a frequency type

Select Start Month:
2017 - November

Select End Month:
No end date
Dec 2018

Day of Month To Pay:
29

Don't Worry - We'll email you a reminder before each scheduled payment.

CREATE SCHEDULED PAYMENT

The payment portal has many new alerts and will keep you posted on where you stand with your payments. If you have any questions, please contact HOASpecialtyBanking.com or call (844) 489-0999 for assistance.

IMPORTANT NOTICE
AUTOMATIC WITHDRAWAL
FOR ASSESSMENTS

SELLER- If you currently have an automatic payment service set up with Heritage Bank **YOU MUST CANCEL THIS SERVICE IN WRITING.** This service **WILL NOT** automatically be canceled.

Please contact Heritage bank at:

HOASPECIALTYBANKING@HERBANK.COM TO
DISCONTINUE SERVICE.

BUYER-

If you would like to sign up for this service, please follow the steps on the next page.