

Woodlake Association
ELECTRONIC COMMUNICATIONS DISCLOSURE POLICY

California law permits homeowners associations to distribute annual budget information and other financial disclosures to homeowners via email or other electronic means. In order to take advantage of this law, you must give your written consent to receive notices by email or other electronic means.

By signing the Electronic Delivery Consent Form you are agreeing that the documents listed in the Disclosure Document Index can be sent to you via e-mail.

Disclosure Documents Index:

- Regular and Special Board Meeting Notices
- Proposed Rule Change Notification
- Request for Volunteers
- Pro Forma Operating Budget or Pro Forma Operating Budget Summary
- Insurance Coverage Summary
- Alternative Dispute Resolution (ADR) Rights
- Secondary Address Notification Request
- Reserve Funding Plan
- Annual Update of Reserve Study
- Newsletters
- Annual Financial Statement
- Disclosure Document Index
- Assessment Collection Policy
- Notice/Assessment and Foreclosure
- Board Meeting Minutes
- Internal Dispute Resolution (IDR) Rights
- Architectural or Landscape Change Notices
- Monetary Penalties/Fine Schedule
- Review of Financial Statements

The Association may send all other Association records electronically, unless those records are required by statute to be provided by US mail (or other delivery) to each owner's respective property.

Consent and Acknowledgement

By signing and returning the enclosed form Electronic Delivery Consent Form you agree that you have received the Disclosure, agree to be bound by all of the terms and conditions in it, and agree to the delivery

- (i) via the internet to an email address you designate of the documents listed on the Disclosure Documents Index as well as other Association records described above or,
- (ii) an email notification that documents are available for retrieval on the secure members section of the Association's website.

By signing the form, you also confirm you are able to access and retain electronic communications from the Association. According to the law, communications sent to you via email are deemed received at the time they are sent.

Consent of All Owners of Record Required

For Separate Interests with multiple owners, one owner may consent to electronic delivery on behalf of all owners of record. If any owner of record withdraws consent to receive documents electronically, all owners of record will be deemed to have withdrawn their consent.

Withdrawing Consent

You may notify the Associations Managing Agent at any time that you no longer agree to accept communications electronically. The legal validity of prior electronic communications will not be affected if you withdraw your consent.

If you wish to withdraw your consent, send your request in writing to:

Woodlake Association
900 Peninsula Avenue
San Mateo, CA 94401

Hardware and Software Requirements / Public Computers

No particular computer system is required in order to consent to receive electronic communications. Retrieval of confidential Association documents on public computers is strongly discouraged and should be avoided whenever possible. If you do retrieve anything on a public computer, you must be sure to log off completely after using the computer.

Paper Copies

You may request a paper copy of any document sent to you via email. If you wish to obtain a paper copy, please contact the Association's Managing Agent at 900 Peninsula Avenue, San Mateo, CA 94401. The Association will send a paper copy of those documents listed on the Disclosure Documents Index at no charge to you. Receiving paper copies of other Association records may result in a cost to the requesting owner.

Updating Contact Information

You are responsible for ensuring that the Association has your current email address for purposes of receiving electronic communications. If your e-mail address changes it is your responsibility to update the Association's website. If you fail to notify the Association of any change in your email address, you agree that the Association may provide electronic communications to you at the email address provided by you and maintained in the Association's records.

Woodlake Association
Electronic Delivery Consent Form

Name (please print clearly): _____

Address of Property in HOA: _____
(List all properties owned)

Email Address: _____

List all owners of record: _____

I have received and read the Electronic Communication Disclosure Policy of the Woodlake Association I hereby agree to its terms and agree to receive electronic communications as set forth therein.

Date

Date

Signature (and on behalf of all co-owners listed)

Signature (co-owner) (*optional*)

Mail this consent form to:
Woodlake Association
900 Peninsula Avenue
San Mateo, CA 94401

You may also Email it to admin@Woodlakeassociation.com.

For any questions, owners may contact Woodlake Association at (650) 342-7002.