



Investors' Property Services
26020 Acero, Suite 200
Mission Viejo, CA 92691
P: (949) 900-6160
F: (949) 900-6601
www.investorshq.com

EMERGENCY CONTACT INFORMATION/MEMBER EMAIL CONSENT/OPT OUT OPTIONS

To Members: by signing this form, you will be (1) providing important contact information to be used in case of emergency and (2) reducing the association's environmental impact by agreeing to accept email notices instead of mailed notices for items that would otherwise be provided by mail (those specifically named below). It is up to you to notify the association whenever your email address changes, and to settle with other owners of your unit or lot on one email address for communications related to your property.

Please complete the information below (PLEASE PRINT CLEARLY):

Homeowner Name	
Email Address	
Mailing Address	
Property Address (if different from mailing address)	
Telephone (home)	
Telephone (cell)	

If home is rented, also provide the tenant contact information:

Tenant Name	
Email Address	
Mailing Address	
Property Address (if different from mailing address)	
Telephone (home)	
Telephone (cell)	



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Page 2 of 3

CONSENT TO RECEIVE DOCUMENTS AND NOTICES VIA EMAIL Please be informed that:

1. It is up to you to settle with other owners (if any) of your Unit/Lot on one email address for communications related to your property, although you are entitled to have mailed notices go to a secondary mailing address.
2. You have the right to request that the documents also be transmitted in paper or other non-electronic form if you wish; and the consent applies to all of the items listed on page 2-3; and the items will be sent to the Owner/Member indicated above upon request.

I, the undersigned owner, request that **CHARTER POINT COMMUNITY ASSOCIATION** provide notices of the items listed below via email as an alternative to mailed notices (all numbered references are to the Civil Code).

MEMBERSHIP LIST: YES NO I wish to have my/our name and address and contact information listed on the Membership list that is open to inspection by owners. A "NO" answer signifies you wish to opt out of this open list.

MONTHLY STATEMENT & RELATED MAILINGS: YES NO I agree to receive an email statement of my Association account each month in lieu of a paper statement in the mail. Additionally, I consent to receive ALL OTHER Association related documents, meeting notices, incidental notices, newsletters, and related materials via email to the email address I will specify below.

EMAIL ADDRESS: I certify that I am an owner of the lot or unit described below and that all owners of the property at the address listed below have authorized me to provide this written consent to use the following email address for communications on behalf of any owners collectively. That email address is:

[TYPE OR PRINT EMAIL ADDRESS CLEARLY PLEASE]

THE FOLLOWING ARE THE DOCUMENTS THAT MAY BE SENT TO YOU BY EMAIL UPON RECEIVING CONSENT: THE ANNUAL BUDGET REPORT AND THE ANNUAL POLICY STATEMENT ARE ANNUAL DISCLOSURE NOTICES:

ANNUAL BUDGET REPORT - FINANCIAL INFORMATION (Section 5300 and as noted)

- (1) Pro forma operating budget
- (2) A summary of the association's reserves per CC Section 5565.
- (3) A summary of the reserve funding plan per (5)(b) of Section 5550 or summary form per Section 5570.
- (4) A statement regarding any deferred maintenance.
- (5) A statement as to whether the board anticipates special assessments to pay for obligations regarding major components or to fund reserves.
- (6) A statement as to the funding plan for the reserves.
- (7) A general statement addressing the procedures used for the reserve study.
- (8) A statement as to whether the association has any outstanding loans with an original term of more than one year.
- (9) A summary of the association's property, general liability, earthquake, flood, and fidelity insurance policies.



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Page 3 of 3

ANNUAL POLICY STATEMENT (Civil Code Section 5310 and 5320 as noted)

- (1) The name and address of the person designated to receive official communications to the association, per Section 4035.
(2) A statement explaining that a member may submit a request to have notices sent to up to two different specified addresses per Section 4040.
(3) The location, if any, designated for posting of a general notice, Section 4045 (a)(3).
(4) Notice of a member's option to receive general notices by individual delivery, pursuant to 4045 (b).
(5) Notice of a member's right to receive copies of meeting minutes, Section 4950(b).
(6) The statement of assessment collection policies required by Section 5730.
(7) A statement describing the association's policies and practices in enforcing lien rights and legal remedies for collection of delinquent assessments per Section 5850.
(8) A Discipline policy, if any, including any reimbursement or fine penalties per Section 5850.
(9) A summary of dispute resolution procedures, pursuant to Sections 5920 and 5965.
(10) A summary of requirements for association approval of a physical change to property, per Section 4765.
(11) The mailing address for overnight payment of assessments, pursuant to Section 5655.
(12) Any other information for all owners that is required by law or the governing documents or that the board determines to be appropriate for inclusion.

This consent shall remain in effect until revoked in writing. I understand that my signature must be authentic, and I may either return this signed document to the association by mail or hand delivery or return it by email as a PDF file.

Dated: _____ Owner Signature: _____

Printed Name: _____

Property Address: _____

City/State/Zip: _____

Please Return This Form To:

Charter Point Community Association
c/o Investors' Property Services
26020 Acero, Suite 200
Mission Viejo, CA 92620

Or Send a Scanned Copy Via Email to CPCA@investorsHQ.com