

## FAQ ON THE ELECTRONIC DISCLOSURE AUTHORIZATION FORM



### 1. What is an “electronic disclosure authorization” form?

This authorization form, when completed and submitted by you, will permit the association Board of Directors, association Property Management (J&W Management) and HOA committees, to communicate with you via email.

### 2. Why am I being asked to complete this authorization form?

It has been a goal of your Board of Directors to improve communication in all aspects for your community. Recent changes to CA legislation dictate that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the HOA. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

### 3. What type of information will be communicated to me electronically?

It is not the goal of this Board of Directors to use email communication to replace any of the official notices that are required to be given by our governing documents and/or by applicable CA Statutes. While future email communications may discuss or relay similar information, official required HOA notices will continue to be sent via USPS mailing until further notice of a policy change. It is the desire of the Board of Directors to mainly use electronic emails to send information considered to be general in nature.

Examples of information sent via email would be:

- Notice of upcoming HOA meetings
- HOA Board meeting minutes
- HOA Newsletter / Schedule of Events
- HOA notices of maintenance issues affecting entire community
- HOA notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- Request for input on various subjects
- Any other HOA business that the Board determines appropriate.

**NOTE:** No email communication sent will be used to replace any official notices required by our governing documents and/or by applicable CA Statutes. For example, while a notice of an upcoming Board of Directors or members meeting may be sent via email to those who grant permission, the required meeting notifications will still be posted conspicuously on the property and notification of members meeting will still be sent per our governing documents or by applicable CA Statutes, via USPS mailing to all members.

### 4. What happens if I do not complete the electronic disclosure authorization form?

You simply will not receive email communications from the HOA. You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable CA Statutes, via USPS mailing. Notification of quarterly dues will continue to be sent via USPS.

### 5. Will my email be shared with anyone else other than our property management or Board of Directors?

No. Your signed authorization grants permission for your association to use your email address to convey association-related information via J&W Management or Board of Directors.

### 6. How do I sign up?

Complete the form on the next page. If you have any questions regarding the form, please contact J&W Management at 760.568.0349.



## ELECTRONIC DISCLOSURE AUTHORIZATION FORM

Please complete and return this form to authorize J&W Management to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communications from the HOA Board of Directors, through either direct communication from the Board or through the association's current property management company, J&W Management. Your email address will not be shared with any third parties.

Please return this signed form back to J&W Management by either email, fax or mail, please see below for facsimile number, address and email address.

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**I hereby authorize** J&W Management to use my email address, as described above, for association-related communications. I understand that no email communication will be used to replace any official notices required by our governing documents and/or by applicable CA Statutes. Official required HOA notices will continue to be sent to the members via USPS mailing. J&W Management shall maintain, in accordance with applicable CA statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying J&W Management directly or the HOA's current Board of Directors. I agree to promptly notify the Association of any changes in my email address, so as to have a current email address on file with the Association.

**NAME:**

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**ASSOCIATION PROPERTY ADDRESS:**

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**MAILING ADDRESS, IF DIFFERENT FROM ABOVE:**

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**EMAIL ADDRESS TO BE USED FOR ASSOCIATION COMMUNICATIONS:**

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**SIGNATURE:**

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**DATE:**

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J&W Management, PO Box 1398 Palm Desert, CA 92261 | e-mail: [matisun@jandwmgmt.com](mailto:matisun@jandwmgmt.com)