

LOS COCOS HOMEOWNERS ASSOCIATION

Professionally managed by



**Personalized
Property
Management**

68-950 Adelina Road
Cathedral City, CA 92235
Phone: (760) 325-9500
Fax: (760) 325-9300

Authorization for Electronic Document Distribution to Members

Several times a year PPM sends out documents such as the annual financial review and the association budget, newsletters, calendars and monthly statements. By allowing such information to be sent via email the association will save printing and mailing costs.

It is understood that the Civil Code sets forth specific methods of delivery of documents from the Association to its members, including (among other ways) the following methods: (1) personal delivery; (2) via first class mail; (3) **via e-mail, fax or other electronic means, provided the member recipient has agreed in advance to that method of delivery.**

I (we) hereby agree and authorize Personalized Property Management Company (PPM) as agents for **Los Cocos Homeowners Association** and/or the Association itself to initiate an Association related notification and delivery of Association official documents and/or monthly statements by electronic means to the below listed contact information:

Please indicate what you would like to receive electronically by checking the appropriate box(s)

Monthly assessment statements

Documents such as the annual financial review, association budget, newsletters, and calendars

Name of Owner: _____

Property Address: _____

Email Address: _____

I understand that this notification may be by direct delivery via email or notification via email as to a website location where the documents/information may be retrieved. This authorization will remain in effect until PPM has received written notification from me (us) of its termination in such time and manner as to allow reasonable opportunity to act on it.

Signature: _____ Date: _____

Printed Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Telephone: _____

Work Telephone: _____

Cell Phone Number: _____