

•
•
•
•
•
•

Property Management & Accounting
563 Leisure Street
Livermore, CA 94551
(925) 454-1987 (925) 454-2702 FAX
email: hoamgmt@pmahoa.com

Wood Ranch Owners Association

Email Consent Form

September 11, 2023

Wood Ranch Owners Association

Re: Electronic/Email Communication Consent Form

Dear Member(s),

In an effort to quickly disseminate information to homeowners and save on postage costs, the Board would like to implement an electronic/email communication delivery system. Should you opt to partake, please complete and return the attached form (on back) to our office at your earliest convenience. Please note, it will be the responsibility of each homeowner to ensure the management office is notified of any changes in email addresses.

Thank you for your time and attention to this matter.

Sincerely,

Property Management & Accounting, Inc.
Wood Ranch Owners Association

.....

STEP 1: Please fill out the necessary information below for EACH Authorized Owner.

Authorized Owner(s) of Record: _____

Property Address: _____

Primary Contact Email Address(es): _____

STEP 2: Please read, sign and date the Consent Form for Electronic Delivery of Notices & Documents below, which is necessary.

California Civil Code Section 4040 allows e-mail, fax or other electronic means (instead of first-class mail or personal delivery) as a method of transmission between the Wood Ranch Owners Association (“Association”) and its members, provided the owner/recipient agrees with this method. By signing this consent form, I the undersigned owner and member of the Association, on behalf of all owners of record for this property (a) agree to receive any electronically available Association documents by e-mail and/or other electronic delivery methods, instead of first-class mail or personal delivery to the physical delivery address of record (b) agree that delivery of Association’s governing documents are perfected at transmission. Further, as the owner of this property, I the undersigned owner understand and agree that it is the owner’s responsibility to provide a written request to the Association’s management company to: 1) change the owner’s email address on file with the Association; 2) withdraw consent to e-mail delivery; and/or 3) obtain a paper copy of specific electronic records. If the owner requests within five (5) business days and will provide paper copies of the specified electronic records in accordance with the time frames set forth in California Civil Code Section 5210.

I the undersigned, have read and agree to the above consent form and I confirm that the Primary Email printed above is the email at which I wish to receive electronic delivery of Association communications, notices and documentation moving forward, as permitted by California State Civil Code.

Authorized Owner Signature (for the name printed above)

Date