

**Valle Vista Management Association, Inc.
221 Westgate Circle, Santa Rosa, CA 95401**

Electronic Document Delivery Consent Form

To: Valle Vista Homeowners

Providing the Association with your email address allows us to communicate with you electronically. You can then receive the agendas and minutes of Board meetings and other documents and messages of potential interest electronically. **To receive documents electronically you must give us written consent.** Please note that this form and the consent required replace all previous communications and forms that have been used in the past. They have been destroyed.

Things to consider:

1. You must have a valid email address to request electronic delivery.
2. If you use anti-spam or junk filtering software that blocks our communications, or if your email has restrictions (such as attachment sizes), you will need to make the appropriate changes. To ensure delivery, add valle.vista@att.net to your authorized contact list. In some cases, you may need to provide us with an alternate email address to receive correspondence.
3. Any document and/or notice sent electronically, will be sent as an email attachment in a PDF format. You must have Adobe Reader, or another Adobe product installed to view the documents. This software is available as a free download at www.adobe.com.
4. **The new law that took effect on January 1, 2020, states the HOA is required to provide a list of all owners (Member List) and their email addresses to any owner who requests, in writing, such a list. There are extremely limited reasons for the HOA refusing to fulfill such a request and the HOA cannot control what is done with your email address once the list is provided.**

Please complete the following required information and send it to the office address or email a copy of the completed form to valle.vista@att.net. We will NOT be publishing email addresses in the Directory.

Lot #: _____ **Lot Address:** _____

Owner's Name (please print): _____

Owner's Signature: _____

Email Address: _____

Contact Telephone Number: _____ **Date:** _____

If you do not want your email address given to anyone, please sign the following statement.

DO NOT PROVIDE MY EMAIL ADDRESS TO ANYONE. _____

You have the right to withdraw from electronic document delivery **at any time** by providing the Association with a written notice to the office or by sending an email to valle.vista@att.net.