

January 1, 2020

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

To: Valle Vista homeowners

**Electronic Document Delivery Consent Form**

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, the Annual Financial Disclosure 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](mailto: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](http://www.adobe.com).
4. **The new law that took effect on January 1, 2020 means that we can be required to provide a list of all owners and their email addresses to any owner who requests, in writing, such a list. There are very limited reasons for us to refuse to fulfill such a request and we cannot control what is done with your email address once the list is provided and out of our hands..**

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](mailto:valle.vista@att.net). **We will NOT be publishing email addresses in the Directory.**

Lot #: \_\_\_\_\_ Address: \_\_\_\_\_

Owner Name (please print): \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

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](mailto:valle.vista@att.net).