

# ANNUAL NOTICE OF REQUEST FOR DELIVERY METHODS, REPRESENTATIVES, AND STATUS OF SEPARATE INTEREST

*Civil Code* §4041 requires each Member to provide written notice to the Association of the following information annually. Please provide the information in the form below and return the completed form to the Association at the address listed below within thirty (30) days. Note, you are not required to provide an e-mail address. If the information requested below is not provided, the property address of the Member's separate interest will be used for individual notices.

1. **Name of Association:** \_\_\_\_\_

2. **Name of Member(s):** \_\_\_\_\_  
\_\_\_\_\_

3. **Your property address within Association:**  
\_\_\_\_\_  
\_\_\_\_\_

4. Please mark the following selection regarding your preferred delivery method for receiving notices from the Association.

I would **not** like to make any changes to my preferred delivery method. *(If you have selected this option, please skip to item number 4.)*

I would like to make changes to my preferred delivery method. Please select one of the following delivery method(s):

**Mail Only** – If you have selected this option, please provide your mailing address, if different than the current mailing address on file with the Association:  
\_\_\_\_\_  
\_\_\_\_\_

**Electronic Delivery (Email) Only** – If you have selected this option, please provide your email address, if different than the current email address on file with the Association:  
\_\_\_\_\_

**Both Mail and Electronic Delivery (Email)**

• **Mail** – Please provide your mailing address, if different than the current mailing address on file with the Association:  
\_\_\_\_\_  
\_\_\_\_\_

• **Electronic Delivery (Email)** – Please provide your email address, if different than the current email address on file with the Association:  
\_\_\_\_\_

4. Would you like to provide an alternate or secondary delivery method for receiving individual notices from the Association.

I would **not** like to provide an alternate or secondary delivery method. *(If you have selected this option, please skip to item number 5.)*

I would like to provide an alternate or secondary delivery method. Please select one of the following delivery method(s):

- Mail Only** – If you have selected this option, please provide the alternate or secondary mailing address:

\_\_\_\_\_  
\_\_\_\_\_

- Electronic Delivery (*Email*) Only** – If you have selected this option, please provide the alternate or secondary email address:

\_\_\_\_\_

- Both Mail and Electronic Delivery (*Email*)**

- **Mail** – Please provide the alternate or secondary mailing address:

\_\_\_\_\_  
\_\_\_\_\_

- **Electronic Delivery (*Email*)** – Please provide the alternate or secondary email address:

\_\_\_\_\_

5. If you would like to provide the name and mailing address, and, if available, valid email address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence from the separate interest. *(If someone is authorized to act as a legal representative or is under a power of attorney for the property within the Association, please provide a copy of the applicable documentation to the address listed above so that the scope of the legal authority is known.)*

- Legal Representative**

Name: \_\_\_\_\_

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

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

- Power of Attorney**

Name: \_\_\_\_\_

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

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

- Other Contact Person:**

Name: \_\_\_\_\_

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

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

6. Please check one of the following that applies to the property within the Association:

Owner-Occupied

Rented

Developed, but vacant

Undeveloped

**OPTIONAL OPT-OUT OF SHARING OF INFORMATION**

The *California Civil Code* requires that the Association provide a Member’s name, property address, mailing address, and e-mail address to other members upon request and for a purpose which is reasonably related to the requester’s interest as a Member. This information may not be used for commercial purposes. If you do not want your name, property address, mailing address, and e-mail address to be disclosed to other Members, you must “**opt-out**” in which case the Association will be required to provide an alternative means of allowing the Members’ communication to be provided to you. This may mean that Members’ communications are forwarded to you by the Association. The opt-out will remain in effect until changed by you.

If you ***do not*** want your name, property address, mailing address and email address shared with Members of the Association, please mark the following selection.

- I hereby **opt-out** of sharing my name, property address, mailing address, and e-mail address with Members of the Association and prefer to be contacted via the alternative process described in subdivision (c) of Section 8330 of the Corporations Code. The opt-out will remain in effect until I provide written notice of the change to the Association.

**Changes to the information provided above can be made by submitting this form to the Association by mail or email at:**

**c/o Prime Association Services  
27290 Madison Ave., Suite 300  
Temecula, CA 92590  
info@theprimeas.com**

I, \_\_\_\_\_ (Print Member’s Name) hereby submit these changes as my written notice to \_\_\_\_\_ (Insert Name of Association) and authorize Prime Association Services to update the data into the Association’s books and records.

\_\_\_\_\_  
Member’s Signature

\_\_\_\_\_  
Date