

# **ARTISAN SQUARE MAINTENANCE CORPORATION**

A California Nonprofit Mutual Benefit Corporation

## **Member Request and Consent to Receive Notices and Delivery of Association Documents By Electronic Means**

The California Civil Code and Corporations Code allow Owners to request and consent to receive individual notice and general notice (as defined in Civil Code §§ 4040 and 4045) by email. By checking a box and signing below, as a member of the Association and on behalf of any and all other Association members, residents and/or tenants of your Unit, you are requesting and consenting in writing that the Association provide delivery to you of the following:

### **Check one or both boxes**

**Individual Notices.** You request and consent that the Association deliver by electronic means, specifically by email to the email address provided below, those notices, documents, and information that are required to be specifically sent to you as a member individually by the Association's Governing Documents, laws or regulations by individual delivery. Examples of notices and documents that may be sent via individual notice to you by email are the following: Annual Budget Report, Annual Policy Statements, notice of assessment increases, changes to Fine Schedule and changes to insurance coverage.

**General Notices.** You request and consent that the Association deliver by electronic means, specifically by email to the email address provided below, those notices, documents, and information that are required to be directed to the Association's membership, generally, by the Association's Governing Documents, laws or regulations by general delivery. Examples of notices and documents that may be sent by general notice by individual delivery to you by email are the following: notice of Board meetings/agendas, notices of proposed Rule changes, notice of Rule adoption, notice of tabulated election/vote results and notice of temporary transfer of reserve funds.

1. **Notices Deemed to Satisfy Law and Governing Documents.** You consent and agree that the Association may deliver, via electronic communication, those notices, documents and information that are permitted by the Association's Governing Documents, laws or regulations to be provided to you (collectively "Notices") electronically, and by email. Notices from the Association will be delivered: (1) directly to you via email at the email address you provide to the Association or (2) by posting the Notice on the Association's website together with a separate email to you to notify you of the posting. Notices and documents which are not permitted by the Association's Governing Documents, laws or regulations to be provided to you electronically (e.g., voting materials, lien documents), will be sent to you via the means specifically as required by the Association's Governing Documents, laws and regulations.

2. **Change of Email Address.** You agree to promptly notify the Association in writing of any change in your email address. To notify the Association of a change in your email address, you must send written notification to: Artisan Square Maintenance Corporation c/o Community Association Specialists, Inc., Attn: Connie Vohden, 1732 Aviation Blvd. #429, Redondo Beach, CA 90278.

3. **Revocation of Consent.** You may revoke your consent to receive Notices electronically by sending the Association written notification of revocation of your consent in a written communication sent via certified mail, return receipt requested, mailed to Artisan Square Maintenance Corporation c/o Community Association Specialists, Inc., Attn: Connie Vohden, 1732 Aviation Blvd. #429, Redondo Beach, CA 90278.

Revocation will be effective 5 business days following the Association's receipt to allow time for processing and changing the Association's records.

4. **Proof of Notices.** You agree that the Association's electronic records showing the electronic delivery shall be accepted as valid proof of any Notices delivered to you.

5. **Right to Obtain Paper Copies.** You have a right to receive paper copies of any Notice. The fee for any such copy is \$0.25 per page, plus postage. Copies of Notices may be obtained by sending a written communication by first class mail to the Artisan Square Maintenance Corporation c/o Community Association Specialists, Inc., Attn: Connie Vohden, 1732 Aviation Blvd. #429, Redondo Beach, CA 90278. If you revoke your consent to receive Notices electronically, then future Notices will be sent by a means authorized in the Association's Governing Documents, laws and regulations.

6. **Member's Responsibilities.** You understand and that you are responsible to regularly check your email for Notices from the Association and check the Association's website if a link to a Notice is sent to you via email. You understand that pursuant to Corporations Code section 20 and Civil Code section 4055, you are responsible to retrieve, review and retain Notices.

7. **Assumption of Risk.** You acknowledge that email is not necessarily secure against interception. To the extent any email Notice sent to you contains any confidential or sensitive information, you understand and agree to accept the risk of interception of and possible misuse of that information by third parties. The Association will use its best efforts to protect members from viruses; however, computer viruses can be transmitted via email. You should check any email and attachments for the presence of viruses. The Association accepts no liability for any damage caused by any virus transmitted by email.

8. **Change of Terms/Entire Agreement.** In the event changes to California law or the Association adopts rules which necessitate additional written consent to receive electronic notices, the Association will notify you of the need of a new Request and Consent to Receive Electronic Notices. You agree that if you do not complete and return a new Request and Consent to Receive Electronic Notices, the Association can consider it a revocation of your consent.

**Member's Name:** \_\_\_\_\_

**Member's Mailing Address:** \_\_\_\_\_

**Member's Email Address:** \_\_\_\_\_

**Repeat Email Address:** \_\_\_\_\_

By signing below I acknowledge that I am the authorized member and owner of the Unit set forth above and that I agree to all the terms and conditions set forth in the Request and Consent to Receive Electronic Notices above.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Member's Signature