

**THE GLEN OF PACIFIC GROVE**  
**MEMBER & TENANT EMERGENCY CONTACT INFORMATION**  
**AND**  
**ELECTRONIC NOTIFICATION CONSENT**

Dear Homeowner:

The Association requires contact information for all owners and all residents. Your information is distributed to owners and residents ONLY upon your authorization on this form.

Additionally, the Association can save publishing and mailing costs if members consent to receive notices via email. In an effort to reduce our costs, the Board requests your consent to deliver legally required notices via email. If you would like to assist in the effort to keep our expenses down, please sign and date the signature line on the reverse.

\_\_\_\_\_ **(Initial)**

I agree to receive all communications electronically from the Association, including but not limited to:

Pro Forma Operating Budget or Pro Forma Operating Budget Summary,  
Rules and Regulations,  
The Association's insurance summary report,  
The Assessment Collection Policies,  
A summary statement regarding Internal Dispute Resolution (IDR),  
A summary statement regarding Alternative Dispute Resolution (ADR),  
Enforcement and Fine Structure Policy,  
Architectural Change Policy,  
Assessment and Reserve Funding Disclosure and Funding Plan Summary,  
Monthly financial statements and minutes (upon request),  
The complete reserve study (upon request),  
Annual accounting review no later than 120 days after the close of the fiscal year,  
Meeting notices and agendas,  
Billing statements,  
Secondary address notification request.

Right to documents in non-electronic format:

I have the right upon written notice to the Association to receive the above listed documents in paper or non-electronic form.

Withdrawal of Consent:

I have the right to withdraw my consent at any time by informing the Association in writing.

Compliance:

c/o Access Association Services, Inc.  
P O Box 2050  
Morgan Hill, CA 95038-2050  
408-782-1222  
[Access@associationservices.com](mailto:Access@associationservices.com)

This consent conforms to Civil Code Section 1350.7 and Corporations Code Section 20. (OVER)

Management will contact tenants directly for their authorization to distribute their contact information in the Directory.

Please return both pages to Management via fax, email, or post mail at the address below.

Thank you,  
*The Glen of Pacific Grove Board of Directors*

Unit Address \_\_\_\_\_ Lot # \_\_\_\_\_ Authorization to in-  
Owner Name \_\_\_\_\_ clude in Directory  
Owner Mailing Address \_\_\_\_\_ YES / NO  
Owner Email Address \_\_\_\_\_ YES / NO  
Owner Tel. #, Day and Night \_\_\_\_\_ YES / NO  
Owner Emergency Contact Name \_\_\_\_\_ YES / NO  
Owner Emergency Contact Tel. \_\_\_\_\_ YES / NO  
**Consent (please sign) to electronic notices** \_\_\_\_\_ **YES / NO**  
**(signature)**  
**Date** \_\_\_\_\_

RESIDENT CONTACT INFORMATION

Resident Name \_\_\_\_\_ YES / NO  
Resident Email Address \_\_\_\_\_ YES / NO  
Resident Tel #, Day and Night \_\_\_\_\_ YES / NO  
Resident Emergency Contact Name \_\_\_\_\_ YES / NO  
Resident Emergency Contact Tel \_\_\_\_\_ YES / NO

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