

**RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION**

**3040 Riviera Heights Drive, Kelseyville, CA 95451 • 707-279-2245 • rivieraheightshoa@gmail.com**

Dear RHHA Homeowners,

PLEASE HELP THE RHHA SAVE YOUR MONEY!!

As you may already be aware, there are multiple documents throughout the year that the RHHA Association mails to our homeowners, including annual disclosures, election information, notices, and correspondence. The printing, postage and coordinating of these mailings is expensive. As such, in the past year, RHHA has been steadily building our email database, with permission of our members, so that we can send these mailings out electronically, via email instead of through the post office, whenever possible, saving money for RHHA.

Many of these documents can now be delivered electronically to any RHHA member who has agreed to that method of delivery, per the Davis Stirling Act, which is the body of law regulating associations in California. The Davis-Stirling Act defines electronic delivery to mean "email, facsimile, or other electronic means." (Civ. Code § 4040(a)(2).) If a document is delivered by electronic means, delivery is complete at the time of transmission. (Civ. Code § 4050(c).)

Before an association can electronically distribute documents, notices and disclosures to its members, it must receive the recipient's written consent. (Civ. Code § 4040(a)(2).) The consent must comply with all the requirements of Corporations Code § 20, which includes a clear written statement to the recipient, stating:

Each owner has the right to receive documents from Riviera Heights per their following preferred method:

- (1) Only by mail, where documents are sent on paper in non-electronic form to the owner's address of record, or
- (2) Only by electronic distribution/email of documents to the owner of record, or
- (3) By both mailed paper document and electronic distribution/email.

Again, by selecting the option to receive RHHA documents, disclosures, mailings, etc. by email/electronic transmission, you will help save Riviera Heights money as well as save trees! Remember, we need your written permission to be able to electronically distribute documents, notices and disclosures to you, so PLEASE choose one of the following options for how you would like to receive future communication from RHHA:

I request that all RHHA communications be sent to me electronically using the following email address:

\_\_\_\_\_

I request all communication continue to arrive in paper copies through the mail only.

I request that all communication be delivered in paper copies through the mail as well as electronically to the email address: \_\_\_\_\_

By signing this letter and returning it to the RHHA office or by responding electronically to [rivieraheightshoa@gmail.com](mailto:rivieraheightshoa@gmail.com) you consent to receive electronic communications if indicated as a preferred method above.

X \_\_\_\_\_

Owner Signature

I GIVE MY CONSENT TO RECEIVE ELECTRONIC COMMUNICATIONS FROM RHHA until such time as I sell my property or notify RHHA in writing that I know longer wish to receive electronic communications:

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date