

**Form to Obtain Member Approval for E-mail Distribution of Association Disclosure Documents
FOR PORTOLA COUNTRY CLUB HOMEOWNERS ASSOCIATION, INC.**

Portola Country Club Homeowners Association, Inc. is pleased to offer e-mail distribution services to its members. By signing up for e-mail distribution not only are you going green and saving trees, but you are saving the Association the substantial expenses of copying, postage and supply costs, ultimately keeping Association costs and assessments down. We are encouraging all community Association Members to sign up for the e-mail distribution services and request that you complete the consent form below and return it upon your earliest convenience.

The undersigned member hereby agrees that the documents listed below can be sent via e-mail in PDF format: [To download the free Adobe Reader software to view PDF documents, please go to www.adobe.com.]

- Notices
- Regular Board Meeting Notices
- Special Board Meeting Notices
- Proposed Rule Change Notification
- Request for Volunteers [Candidates, Committees, Inspector of Election, etc.]
- Pro Forma Operating Budget Summary
- Insurance Coverage Summary
- Alternative Dispute Resolution [ADR] Rights
- Secondary Address Notification Request
- Reserve Funding Plan
- Annual Update of Reserve Study
- Rules & Regulations
- Newsletters
- Annual Financial Statement
- Disclosure Documents Index
- Assessment and Reserve Funding Disclosure Summary
- Assessment Collection Policy
- Board Minutes Access
- Internal Dispute Resolution [IDR] Rights
- Architectural Changes Notice
- Monetary Penalties Schedule
- Review of Financial Statement

Registration forms must be signed and only one e-mail address will be accepted per property address. Signed forms may be scanned and e-mailed to Leahna.Lopez@managementtrust.com, faxed to (760) 779-1761, or returned by mail to Association office at 42-500 Portola Avenue • Palm Desert, CA 92260 Please note that delivery of any notices, disclosures and documents is complete at the time of e-mail transmission.

Further, **I understand and agree that it is my responsibility to notify the community association if our e-mail address should change.** I also understand that I have the right, at any time to have any documents [delivered by e-mail transmission] made available to me on paper or other non-electronic form at any time upon my written request.

Signature of Owner

Date

Printed Name

Property Address: _____

E-mail address: _____

(Please print clearly)