

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Maple Grove Homeowners Association to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communications from the Maple Grove HOA Board of Directors, through either direct communication from the Board. Your email address will not be shared with any third parties, unless otherwise noted at the bottom of this document.

Please return this form by U.S. Postal Service to Maple Grove HOA. If you would like to fax your signed form, or send a scanned, signed copy via email, please see below for fax number and email address.

I hereby authorize Maple Grove Homeowners Association (HOA) to use my email address, as described above, for association-related communications to include, but not limited to (HOA Agenda, HOA Minutes, Billings, etc.). Official required HOA notices will continue to be sent to the members via USPS mailing, for those that do not wish to receive their notifications via email. Maple Grove HOA shall maintain, in accordance with applicable WA statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Maple Grove HOA directly. I agree to promptly notify the Association of any changes in my email address, so as to have a current email address on file with the Association.

_____ You may provide my email address to the Friends of Lake Sutherland for the use of communication about lake issues that may require my attention.

_____ You may share my email address with other Maple Grove Home Owners.

Name (PRINT CLEARLY): _____

Maple Grove property address: _____

Mailing address, if different from above: _____

Email Address to use for Maple Grove communications: _____
(PRINT CLEARLY)

Signature: _____

Date: _____

**Maple Grove HOA
PO Box 2621
Port Angeles WA 98362**

Website: www.maplegroveownersassn.com

FAQ on the Electronic Disclosure Authorization form

1. What is an “electronic disclosure authorization” form?

This authorization form, when completed and submitted by you, will permit the Maple Grove HOA Board of Directors to communicate with you via email.

2. Why am I being asked to complete this authorization form?

It's been a goal of your Board of Directors to improve communication in all aspects for the Maple Grove HOA community. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

3. What type of information will be communicated to me electronically? It is the goal of this Board of Directors to use email communication to replace as much of the official notices that are required to be given by our governing documents and/or by applicable WA Statutes as possible.

Examples of information sent via email would be:

- Notice of upcoming HOA meetings
- HOA Board meeting minutes
- HOA Newsletter / Schedule of Events
- HOA notices of maintenance issues affecting entire community
- HOA notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- Request for input on various subjects
- Any other HOA business that the Board determines appropriate.

4. What happens if I don't complete the electronic disclosure authorization form?

You simply will not receive email communications from the HOA. You will continue to receive any communications via USPS mailing.

5. Will my email be shared with anyone else other than our Board of Directors?

Not without your permission. Your signed authorization grants permission for Maple Grove HOA to use your email address to convey association-related information. If you initial that we may share your information with the Friends of Lake Sutherland, we will also provide your email address to them for purpose of making you aware of lake issues that may be of interest or concern to you. If you initial that we may share your email address with other Maple Grove HOA members, then we will provide a list of owners with contact information to all HOA members.

6. How do I sign up?

Complete the form on the next page and either mail it to:

Maple Grove HOA
PO Box 2621
Port Angeles, WA 98362

or you may fax it to:

360.323.6998

If you have any questions regarding the form, please contact Roxi Baxley, Maple Grove HOA Secretary, at 360.797.3799 or via email at roxi@straitwebsolutions.com.

* you may NOT email this form