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# RIVERLAKE COMMUNITY & LAKE ASSOCIATIONS

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## ELECTRONIC COMMUNICATIONS

Dear Riverlake Member:

The Riverlake Community and Riverlake Lake Association's ("Association") now offers all Members/Owners the ability to receive \*"**notices and other correspondence**" from the Association electronically (by e-mail). If Owners accept delivery electronically, the Association hopes to reduce expenses associated with copying, mailing and postage, while also helping reduce the Association's affect on the environment. The Association will use your stored e-mail address for Association related business only and will not distribute your e-mail address to any third party. If you are interested in receiving information in this manner, please **complete and return this consent form** to take advantage of this offer and to begin receiving communications electronically.

The database of e-mail recipients will be stored by Villages within Riverlake (i.e. Cobble Shores, Northland, Oakshore, Coleman Ranch). Please remember to **write the name of the Village** that you live in within Riverlake on the form. The Association may send correspondence intended for all Owners, but it may also send information to Owners in specific Villages with information such as gate code changes that are proprietary in nature. Also, remember that e-mails from the Association will bounce back if your e-mail box is full or if your e-mail address is no longer valid.

The undersigned Owner/Member hereby agrees to accept delivery of all legally permissible and other required documents and notices from the Association in electronic form. The documents made available to you by the Association in electronic form include, but are not limited to, the following:

- Alternative Dispute Resolution (ADR)
- Annual Operating Budget
- Architectural Control Guidelines
- Architectural Change Notices
- Assessment Collection Policy & Procedures
- Association Related Correspondence
- Boat Registration
- Compliance Procedures - Rules Enforcement Procedures  
& Schedule of Monetary Penalties
- Construction Projects
- Gate Code Change Notices
- Governing Documents
- Insurance Coverage Summary
- Internal Dispute Resolution Process (IDR)
- Monthly Newsletter
- Payment Plans for Past Due Assessments
- Regular or Special Board Meeting Notices
- Request for Candidates, etc.
- Reserve Funding Plan
- Reserve Study Disclosures

- Rules, Policies and Procedures
- Rules - Proposed and Adopted Rule Change Notices
- Year End Review of Financial Statements

By signing below, you confirm that you are the Owner/Member of the property listed below and/or authorized to make decisions for and bind the property. You further consent to the matters described herein and understand that with certain legally required exceptions, by signing below, you will no longer receive notices and documents from the Association via U.S. Postal Service. You may revoke this authorization and again receive notices, disclosures and other documents from the Association in printed copy by sending a revocation notice to the Association’s General Manager or staff by e-mail at [AC@Riverlake.org](mailto:AC@Riverlake.org), [GM@Riverlake.org](mailto:GM@Riverlake.org), by facsimile (916) 395-7464, or by US Postal Service addressed to the Riverlake Community/Lake Association, 799 Lake Front Drive, Sacramento, CA 95831.

I understand and agree that delivery of any notices, documents, communications or disclosures are complete at the time of e-mail electronic transmission from the Association in accordance with California Civil Code 1350.7. I further understand that it is my obligation to notify the Association if the e-mail addresses at which I wish to receive notices change for any reason. I understand that I have the right, at any time, to have the documents that are delivered to me electronically, pursuant to this consent form, be made available to me in paper form upon my written request.

_____		_____
Signature of Owner/Authorized Representative		Printed Name
_____	/	_____
Address within the Association		**E-mail Address
_____	/	_____
Village		**E-mail Address
_____	/	_____
Date of Acceptance		Phone Number

Please complete the request for information above printing legibly to ensure that we have your accurate information. ***We hope to launch the new email bulletins in July 2010, so please return this form by June 30, 2010*** to be amongst the first to get correspondence by e-mail. We will also be updating the e-mail database on an ongoing basis, so it’s never too late to sign up for electronic communications.

\*To avoid being considered as SPAM, e-mails from the Association will be a Link (hyperlink) to documents located at a stored site pursuant to CC 1350.7 – you will not receive an attachment (such as a pdf) with correspondence from the Association. You will however, be able to save the document to your computer, or you may print the document from the link.

\*\*No more than two (2) e-mail addresses will be accepted per property address. This signed form may be returned to the Association by e-mail, facsimile, personal delivery or 1st class mail by means of the above referenced.