

# FRANCISCAN OWNERS ASSOCIATION E-MAIL/FACSIMILE CONSENT FORM

I, \_\_\_\_\_, a member of the FOA, hereby consent to the transmission of all formal notices and communications by FOA to me by electronic transmission, including transmissions by electronic mail (e-mail) and facsimile. I also understand that I may be notified by electronic transmission that certain information is available to me on the FOA internet website, at the following internet address: [www.franciscanlodge.com](http://www.franciscanlodge.com)

I understand that I have the right to receive all official notices such as notices of board meetings and/or annual member meetings, by first class mail and/or posting of such notices in a conspicuous place in the FOA common area. I also understand that I have the right to withdraw my consent to receive all FOA notices and information by electronic transmission at any time. There will be no specific charge to me if I do withdraw my consent. If I want to withdraw my consent to receive all official and other notices from FOA by electronic transmission, I may do so by contacting FOA in writing at the following address:

Kay Williams, Franciscan Owners Association  
P.O. Box 280, Tahoe Vista, CA 96148  
(530) 546-6300

I understand that FOA will generally retain copies of official and unofficial notices provided to me by electronic transmission in electronic and/or hard copy form for at least twelve (12) months after the date of transmission. If I want to receive a paper copy of any electronic transmission by FOA, I must contact FOA at the address above within 12 months of the date of the electronic transmission. No charge will be made for paper copies up to twenty pages. Requests of over 20 pages may be charged at \$0.25 for each page.

FOA uses standard computer hardware and software for transmission of email and facsimile communications. There are no unusual hardware or software requirements to enable my receipt of electronic transmissions, other than the use of commercially available email programs and facsimile machines. FOA will use its best efforts to protect members from viruses or similar email transmission problems, but is not responsible for such problems. Members are strongly advised to install and regularly update anti-virus and similar software for their email programs.

I also understand that it is my responsibility to notify FOA at the address above if I change my email address or facsimile number at any time. It may take FOA seven to fourteen (7 to 14) days to update its electronic transmission list.

FOA will use your electronic transmission address(es) for Association business only, and will not provide your information to parties that are not members of FOA, other than parties working for or with it such as managers, attorneys, and accountants. Association members have the right to receive my regular mailing address for proper purposes, but they are not automatically entitled to receive my electronic transmission address(es). I DO \_\_\_\_\_, DO NOT \_\_\_\_\_, consent to FOA providing electronic transmission address information to other members of FOA without further notice.

My primary email address is: \_\_\_\_\_.  
I would also like email communication sent to the following email address: \_\_\_\_\_.  
My facsimile number, including area code, is: (\_\_\_\_\_)\_\_\_\_\_.

Electronic notice to the address(es) above shall constitute notice to all owners/members of my unit(s). FOA will not provide notice to more than one primary, and one secondary, email address per unit, and one facsimile number.

Please date, and type or print your name and unit number, and sign below. Thank you.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Unit #(s) \_\_\_\_\_

**This consent to receive notice by electronic transmission is executed pursuant to California Corporations Code section 20.**