

# Ari Woods Association Inc.

A Corporation Not-for-Profit

## Electronic Disclosure Authorization Form

Please complete and return this form to authorize Ari Woods Association Inc. 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 Ari Woods Association Inc. Board of Directors, through either direct communication from the Board and or HOA Committees. Your email address will not be shared with any third parties.

I hereby authorize Ari Woods Association Inc. (HOA) to use my email address, as described above, for association-related communications. I understand that email communication will be used for official notices required by our governing documents and/or by applicable State of Florida Statutes. Ari Woods Association Inc. shall maintain, in accordance with applicable State of Florida 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 Ari Woods Association Inc, directly. I agree to promptly notify the Association of any changes in my email address, and to have a current email address on file with the Association.

Name: *(Required)* \_\_\_\_\_

Phone: \_\_\_\_\_

Ari Woods Association property address: *(Required)*

\_\_\_\_\_

Mailing address, if different from above:

\_\_\_\_\_

Email Address to be used for Ari Woods Association Inc. communications: *(Required)*

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Box 116  
Keystone Heights, FL 32656

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## **Frequently Asked Questions 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 Ari Woods Association Inc. Board of Directors and HOA committees, 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 Ari Woods Association Community. State of Florida legislation dictates that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the HOA. 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 for the official notices that are required to be given by our governing documents and/or by applicable State of Florida Statutes.

Examples of information sent via email would be:

- Notice of upcoming HOA meetings
- HOA Newsletter / Schedule of Events
- HOA notices of maintenance issues
- HOA delinquency notices
- Request for input on various subjects
- Any other HOA business that the Board determines appropriate

Note: For example, while a notice of an upcoming Board of Directors or members meeting may be sent via email to those who grant permission, the required meeting notifications will still be posted conspicuously on the property.

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

You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable State of Florida Statutes, via USPS mailing.

### **5. Will my email be shared with anyone else other than the Board of Directors and HOA Committees?**

No. Your signed authorization grants permission for Ari Woods Association Inc. to use your email address only to convey association-related information via our Board of Directors or HOA Committees.

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