The Country Homeowners Association, Inc.

c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL. 33410
Phone: (561) 626-0917 Fax: (561) 626-7143
www.seabreezecms.com

Contact Information Form

Section 1: Owner Info: Owners Name(s): _____

_____

Unit Address: _____

Phone Number: _____ Addl. Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Owners Mailing Address (if other than unit address): _____

_____

The unit is owner occupied: YES: _____ NO: _____
(If "no" please continue to section 2. If "yes" skip to section 3.)

Section 2: Tenant Info: Tenants Name(s): _____

Phone Number: _____ Addl. Phone Number: _____

Lease Term: _____ to _____

Section 3: Email Info

Owner Email _____

Tenant Email (if applicable) _____

By marking in the box or boxes below accompanied with my signature authorizes my Association to:

☐ **send Association related business, but will continue to receive correspondences via mail.**

☐ **instead of receiving correspondences via mail to receive via email this is also known as "Electronic Disclosure Authorization". If you have more questions please refer to the enclosed FAQ Electronic Disclosure Authorization.**

Owner signature _____ Date_____

Tenant signature (if applicable) _____ Date_____

FAQ on the Electronic Disclosure Authorization

1. **What is an "electronic disclosure authorization?"**
   Your authorization when completed and submitted by you, will permit the Country HOA Board of Directors, Association Property Management and HOA committees, to communicate with you via email.

2. **Why am I being asked to complete this authorization?**
   It's been a goal of your Board of Directors to improve communication in all aspects for the Country HOA Community. Recent changes to FL legislation dictate 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 not the goal of this Board of Directors to use email communication to replace any of the official notices that are required to be given by our governing documents and/or by applicable FL Statutes. While future email communications may discuss or relay similar information, **official required HOA notices will continue to be sent via USPS mailing** until further notice of a policy change. **It is the desire of the Board of Directors to mainly use electronic emails to send information considered to be general in nature.**

   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.

   Note: no email communication sent will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes. 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 and notification of Members Meeting will still be sent per our governing documents or by applicable FL Statutes, via USPS mailing to all members.

4. **What happens if I don't complete the electronic disclosure authorization?**
   You simply will not receive email communications from the HOA. You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable FL Statutes, via USPS mailing. Notification of Association dues will continue to be sent via USPS.

5. **Will my email be shared with anyone else other than our Property Management or Board of Directors?**
   No. Your signed authorization grants permission for Country HOA to use your email address to convey association-related information via our Property Management or Board of Directors.

6. **How do I sign up?**
   Complete the Contact Information Form. If you have any questions regarding the Form, please contact Sea Breeze Management at (561) 626-0917 or Email laura@seabreezecms.com