

Member Contact Information California Civil Code §4041



Please be advised that effective January 1, 2017, all California community associations are required to ask members for their contact information and property status each year.

Please note: Failure to complete this form and return to Lake of the Pines requires us to mail everything to your last mailing address on file.

Civil Code §4041. Member Contact Information.

- (a) *An owner of a separate interest shall, on an annual basis, provide written notice to the association of all of the following:*
- (1) *The address or addresses to which notices from the association are to be delivered.*
 - (2) *An alternate or secondary address to which notices from the association are to be delivered.*
 - (3) *The name and address of his or her legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence from the separate interest.*
 - (4) *Whether the separate interest is owner-occupied, is rented out, if the parcel is developed but vacant, or if the parcel is undeveloped land.*
- (b) *The association shall solicit these annual notices of each owner and, at least 30 days prior to making its own required disclosure under Section 5300, shall enter the data into its books and records.*
- (c) *If an owner fails to provide the notices set forth in paragraphs (1) and (2) of subdivision (a), the property address shall be deemed to be the address to which notices are to be delivered.*

Each member is responsible for providing this information to the association on an annual basis. If a member does not provide this information, the member's onsite mailing address (lot address) is deemed to be the proper mailing address for the association to deliver notices to the member.

This form must be completed by the owner of record of the property.

Please provide the information below:

Name _____ Lot # _____

Mailing Address _____

Secondary Address _____
(optional)

Name/Address of legal representative, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence from the separate interest, if any.

Please check the appropriate box for your lot:

☐ Owner-Occupied ☐ Rented out ☐ Parcel is developed but vacant ☐ Parcel is undeveloped land

Member Signature _____ Date _____

Please email Administration@lop.org, fax to 530-268-8011 or drop off in the Admin office or drop box to the right of the Clubhouse doors; or fold and mail to LOP, 11665 Lakeshore North, Auburn, CA 95602.

For Office Use Only:

Date: _____

Empl: _____

EC if address change: _____

US Postal
Service will not
deliver without
proper postage

Lake of the Pines Association
11665 Lakeshore North
Auburn, CA 95602

ATTN: Admin