



Dear Homeowner:

Pursuant to Civil Code §§5200 and 5205, associations are required to produce a Membership List including the name, property address, and mailing address of all owners to any member who requests it. If a member does not wish to disclose that information, Civil Code §5220 gives them the right to "opt out" of the membership list and instead only receive communications via an alternative method (copy enclosed). By responding to this Notice as described below, you may opt out of the sharing of your contact information.

If you would like to opt out, you can either use the form below or you can notify the Association in writing that you wish to do so via first-class mail. A member may rescind their request to opt out at any time by notifying us in writing. If we do not have in our file this form or another writing that meets the aforementioned requirements, your name, property address, and mailing address will be given to other homeowners, if requested.

If you do not want your information shared with other homeowners, please complete either the accompanying opt out form below or a writing that meets the aforementioned requirements and return it to us at your earliest convenience. You may either:

- Mail your request to opt out to Crystal Falls Association at 21725 Crystal Falls Dr., Sonora, CA 95370;
- Drop off your request to opt out at the Association's office located at 21725 Crystal Falls Dr., Sonora, CA 95370 during business hours (Monday, Wednesday, and Friday between 9:00 a.m.-4:00 p.m.) or after hours in the drop box available at the left of the office doors;
- Fax your request to opt out to (209)533-4401; or
- E-mail your request to opt out to [crystalfallsranch@att.net](mailto:crystalfallsranch@att.net)

**NOTE:** If you use a writing other than the form below, simply stating that you do not want to be contacted by other homeowners is not a legal option. If you choose not to share your name, property address, and mailing address, then you must agree to be reached by the alternative method policy attached and adopted by the Board of Directors June 16, 2016 otherwise the Association must provide your contact information to other homeowners upon request.

If you have any questions, please contact the office by phone at (209) 533-4877 or via email at [crystalfallsranch@att.net](mailto:crystalfallsranch@att.net).

**For members requesting the membership list, that refuse to utilize the alternative method which would allow communication with all 867 lot owners, a membership list of ONLY the members that have NOT OPTED OUT will be provided at a cost of \$30 (per Civ. Code §5205(f))**

*Pleased cut on line and return*

## OPT OUT REQUEST FORM

Lot #(s) \_\_\_\_\_

I/we, \_\_\_\_\_  
[Print name(s) here]

Owner(s) of \_\_\_\_\_  
[Print address here]

\_\_\_\_\_ direct the Association as follows:

1. Do not share my name, property address, and mailing address with any other owner in response to a request for a copy of the association's membership list.
2. Materials to be distributed in connection with a request from a member for the Association's membership list may alternatively be transmitted to me by the Association (or a mailing or similar outside service) via first-class mail to my mailing address.

Owner's Signature: \_\_\_\_\_

Co-Owner's Signature (if any): \_\_\_\_\_

You may rescind this OPT Out request in writing; sent to the Association's Board of Directors at any time.

**This Opt Out Form MUST be received by our office within 5 business days from date of receipt, in order to be effective.**

**Request for Membership List: Alternative – Adopted by Board of Directors at a Regular Board Meeting held June 16, 2016**

Members of the Association:

We have received a request from a Member of the Association for our Membership List containing your name, physical address and mailing address.

Protecting our member's privacy and insuring their safety is of the utmost importance to the Board of Directors.

In accordance with Corp Code section 8330 subsection 2c

The corporation (Crystal Falls Association) may, within 10 business days after receiving a demand under subdivision (a), deliver to the person or persons making the demand a written offer of an alternative method of achieving the purpose identified in said demand without providing access to or a copy of the membership list.

Therefore, we are setting up the following alternative method for a Member of Crystal Falls Association to send a mailing to all of the other members of Crystal Falls Association.

Member name and address information will **ONLY** be provided to our Mailing house (ABS Direct, Inc.) whom we have a NON-DISCLOSURE AGREEMENT, and **WILL NOT** be given directly to anyone. ABS Direct, Inc., will not provide the address to anyone, but they will apply the member address to the prepared envelopes as follows:

Upon written request for a membership list stating purpose for which list is requested (Corp Code 8330(1 & 2) :

- 1) Crystal Falls Association Office will forward the mailing list to our outside Mailing House-ABS Direct, Inc. upon their receipt of the following and notification to Crystal Falls Association Office:
  - a. ABS Direct, Inc. 4724 Enterprise Way Modesto, CA 95356  
Phone (209) 545-6090 Fax (209) 545-6095 Email: [Kendriam@absdirectinc.com](mailto:Kendriam@absdirectinc.com)
  - b. Requester will need to provide 867 envelopes
    - i. Containing your 1-2 page letter
    - ii. Seal the envelope
    - iii. Place a 1<sup>st</sup> class stamp on the envelope
    - iv. Provide a return address on the envelope so that our members know who sent the letter.
  - c. Contact Kendria at ABS Direct and arrange to ship or deliver the envelopes to her.
  - d. Kendria at ABS Direct, Inc. has quoted approximately: \$110 to mail membership letters
    - i. \$60 processing fee
    - ii. \$35 to print delivery addresses on each envelope
    - iii. \$15 to deliver envelopes for mailing to the post office
    - iv. Payment to ABS Direct will have to accompany your request for mailing the envelopes.

---

<sup>i</sup> 2016-01 Policy Adopted by the Board of Directors at Regular Board Meeting 6/16/16.