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**FRIARS VILLAGE HOMEOWNERS ASSOCIATION, INC.**

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**BOARD OF DIRECTORS POLICY REGARDING RELEASE OF MEMBERSHIP LIST**

In accordance with Civil Code §1365.2 and Corporations Code §8330, homeowners are entitled to receive a copy of the Membership List upon submission of a written demand stating the purpose for which the Membership List is to be used. Homeowners may make a request to inspect and copy the list, in which case the list will be made available upon five (5) business days written demand. As an alternative, homeowners may request a copy of the Membership List, upon written demand and tender of a reasonable photocopying charge, in which case the photocopied list will be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as the date of which the list is to be compiled.

Civil Code §1365.2 (a) (1) (I) (iii) provides homeowners with an opportunity to "OPT OUT" of the sharing of his/her name, property address, and mailing address by notifying the Association in writing that he/she prefers to be contacted via the alternative process described below in accordance with Corporations Code §8330 (c). This opt out shall remain in effect until changed by the homeowner.

**Alternative Process**

The alternative process for contacting homeowners who have exercised their right to opt out of having their personal information shared with other homeowners is as set forth below:

1. The homeowner requesting a membership list will be notified as to how many homeowners are included on the opt out list.
2. The homeowner utilizing the membership list will be instructed to deliver an adequate amount of mailings to the Association's office, with prepaid postage affixed thereto.
3. Friars Village HOA administration will affix mailing labels to the mailing and promptly place in the mail.

Homeowners who wish to opt out are encouraged to immediately complete the attached form and return it to the Friars Village office.

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## **OPT OUT INSTRUCTIONS**

Friars Village Homeowners Association, Inc. is hereby notified that I wish to opt out from having my personal information included on a membership list requested and received by another homeowner. I prefer to be contacted utilizing the Alternative Process as provided to me.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Lot # \_\_\_\_\_ Phone No. \_\_\_\_\_

It is understood that this information is to be kept highly confidential and is for the use of Friars Village Administrative Staff only.

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Signature

Date

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1190 Camino Copete  
San Diego, CA 92111  
manager@FriarsVillage.org

Telephone: (858) 277-5132  
FAX: (858) 277-5135  
www.FriarsVillage.org

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