

**Association of Unit Owners of Arbor Terrace
Administrative Resolution, Adopted 05/24/2021
Electronic Notification Process to Owners and Residents**

WHEREAS, the Arbor Terrace Homeowners Association Board of Directors, according to the Declaration and By-Laws, has the authority to make and enforce reasonable rules governing the properties, in addition to further defining or limiting, and where specifically authorized hereunder, creating exceptions to those covenants and restrictions set forth in this Declaration. Such rules shall be binding upon all Owners upon receipt. Notice shall be given to owners at least 30 days prior to the effective date; and

WHEREAS, the Board of Directors has discretion under ORS 100.423 to provide any notice, information or other written material required to be given to a unit owner via electronic mail or other form of electronic communication; and

WHEREAS, the Board of Directors believes it will be efficient and cost-effective to provide notices via electronic means, including email,

NOW BE IT THEREFORE RESOLVED that Association notifications will now be distributed electronically to the email addresses provided to CENTURY 21 Northstar by the respective owners.

Examples of notifications that will be transmitted electronically include, but are not limited to: meeting notices, yearend financials, reserve study updates, ballots and audit results.

The Board of Directors will NOT use electronic notification for the following:

- Notice of failure to pay an assessment
- Notice of foreclosure of an association lien
- Notice of an action against a unit owner
- An offer to use the dispute resolution process required by the governing documents.

Owners may “opt out” of paperless/email-only notifications by submitting the attached form to CENTURY 21 Northstar by **July 1st, 2021**. Owners who have requested to “opt out” will receive notifications via USPS mail.

If an owner does not “opt out” by submitting the attached form, notifications from the Association will only be distributed electronically to owners with email addresses on file. Owners who do not have an email address on file with the Association will still receive notifications via USPS mail.

It is the responsibility of each owner to provide their correct contact information to CENTURY 21 Northstar for the Association's records in a timely manner. This can be updated directly by homeowners via email correspondence to HOA.Northstar@Century21.com.



President

05-24-2021

Date

Electronic Notification Opt-Out Form

Please review the Electronic Notification Resolution, enclosed. If you DO NOT wish to receive paperless-only communications, please complete and return this form by July 1st, 2021.

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Please be advised that I hereby elect to “opt out” of paperless/email-only notifications. Instead, I would like additional (paper) copies of Homeowner Association notices to be provided to me via USPS mail.

Homeowner Name: _____

Email Address: _____

Phone: _____ **Mobile:** _____

Property Address:

Mailing Address (if different than property address):

Homeowner Signature **Date**

This form must be returned to CENTURY 21 Northstar by July 1st, 2021.

Please return by email to: HOA.Northstar@Century21.com, or mail to the address below.

**Arbor Terrace Homeowners Association
C/o CENTURY 21 Northstar
7800 SW Barbur BLVD, Suite 1A
Portland, OR 97219**