

Dear Member,

California statute currently allows a member of an Association to request and obtain a membership list, including members' names and addresses. The requesting member can only obtain the membership list if he/she articulates in writing a purpose reasonably related to his/her interest as a member. If the Board determines that a request for the membership list is made pursuant to a purpose reasonably related to the requester's interest as a member, the requester must be provided with the membership list, or offered a reasonable alternative, as provided in California Corporations Code Section 8330(c).

California Code of Civil Procedure Section 1365.2 (a)(1)(I)(iii) allows a member to request to be removed from the membership list to prevent release of their private contact information to a member requesting the membership list. In order to opt-out of the membership list, you must notify the Association **in writing**. By opting-out, you are notifying the Association that you prefer to be contacted via the alternative process described in Corporations Code Section 8330(c).

If you chose to opt-out of sharing your name, property address, and mailing address under the membership list, pursuant to Civil Code Section 1365.2(A)(1)(I)(iii), the opt-out designation shall remain in effect until changed by you, by written notification to the Association's Managing Agent.

**MEMBERSHIP LIST OPT OUT REQUEST FORM**

*If you do not want your name and address to be disclosed to other members in Columbia Square and would like the Association to withhold your private information, you may **opt out** of the sharing of your name, property address, and mailing address by **notifying the Association in writing that you prefer to be contacted via the alternative process described in subdivision (c) of Section 8330 of the Corporations Code. This opt-out shall remain in effect until changed by you.***

**DESIGNATION FOR OPTING OUT OF MEMBERSHIP LIST DISCLOSURE**

- I/we **opt out** of the sharing of my/our name, property address, and mailing address under the membership list, pursuant to Civil Code Section 1365.2(A)(1)(I)(iii), and prefer to be contacted via the alternative process described in subdivision (c) of Section 8330 of the Corporations Code. I/we understand that this will not remove my/our name(s) and address(es) from the membership list used by Columbia Square to send it's own correspondence and documents to its members. This opt-out shall remain in effect until changed by me/us in writing.
  
- I/we **do not** opt out of the sharing of my/our name, property address, and mailing address under the membership list.

Signature(s): \_\_\_\_\_

Print Full Name(s): \_\_\_\_\_

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

If you wish to opt out of the sharing of your name, property address, and mailing address please fill out and sign the form enclosed herein. Please mail, fax or email the form to:

Columbia Square Maintenance Association  
c/o Villageway Management  
2 Venture, Ste. 500  
Irvine, CA 92618