

Parc Bethany Homeowners Association

4804 NW Bethany Blvd Suite I2, 201
Portland, OR 97229-4982



Dear Parc Bethany Homeowner,

Please read and complete the attached documents and return the filled out forms either by email (secretary@parcbethanyhoa.com) or regular mail to the address in the letterhead.

The information and forms should be self-explanatory, but if you have questions or concerns, you can contact the Association by the same methods given above or you can call (971)645-9470.

Thank you,

PARC BETHANY HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

Weston Nelson, President
Grainee Koeberl
Steve Roth

Dear Parc Bethany Homeowner:

Please read and fill out the included forms below. **Please fill out completely.** This will allow us to verify the information we may already have about you. Once you have filled it out, please print your name and address below and return this document to:

secretary@parcbethanyhoa.com

or mail to:

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Note: If you do not submit this *completed* form to the Association, your name and Parc Bethany property address *will* appear in the Online Resident Directory.

Thank you for your cooperation in this matter.

Parc Bethany Homeowners Association Board of Directors

Your Name: _____

Your Address: _____

Electronic Communications

The PBHOA Board of Directors has opted to communicate with Homeowners electronically via email. Virtually all official PBHOA business will use this means of communication including newsletters, assessment notices, event notices and items of community interest. Homeowners can opt to receive all communications via standard US Postal Service if desired by sending an email request to the secretary@parcbethanyhoa.com or a letter to:

Secretary
Parc Bethany Homeowners Association
4804 NW Bethany Blvd, Suite I2-201
Portland, OR 97229-4982

The e-mail delivery address you provide below will be used only for internal communication with homeowners, and for communicating PBHOA business such as assessment notices and other official business of the Association in accordance with the attached agreement.

If you consent to the use of your email address for official PBHOA business, please include your email address below this paragraph and sign. This email address will not appear in the Resident Directory unless it is the same one you provide in the Resident Directory Information section below. It will only be used by the Association to conduct association business. This email address can be different from the one appearing in the Resident Directory.

E-mail delivery address:

I agree to receive all PBHOA communications via the email address given above

Signed: _____

Resident Directory Information

Your Homeowners Association sponsors a website (www.parcbethanyhoa.com) which includes a Resident Directory (www.parcbethanyhoa.com/res-dir.php). It is viewable only by residents who have registered on the site. Residents may opt to not include any personal information in the Directory.

Any information provided below will be included in the Resident Directory on the PBHOA website. This information will be accessible only to residents of Parc Bethany that have registered on the PBHOA website. If you consent to be listed in the online directory, provide the information to be included below. If you provide an email address here, it can be different from the one above, or the same as the one above.

How would you like your name(s) listed?

First name: _____ Last Name: _____

First name: _____ Last Name: _____

Residence address: _____

Phone number (optional): _____

Directory e-mail address (optional) _____

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Dear Parc Bethany Homeowner,

The Parc Bethany HOA has adopted email communications with all Parc Bethany homeowners for most documents, invoices, and other notices and information (it can save several hundred dollars a year not to mention a load of volunteer person-hours of labor).

Your email addresses and other personal information held by the Association are considered to be confidential and will not be used by the Association for any other purpose. Many of you have previously agreed to have your personal information listed in the Resident Directory on the PBHOA website. This means that other residents registered on the website have access to whatever information you allowed to be listed. We remind everyone of the confidential nature of this information and it is not to be used by any resident for anything other than inter-neighbor communications. **The PBHOA Board is empowered by its governing documents to impose penalties and fines for any commercial use of resident information.**

We have attached a document below that outlines the responsibilities for both the HOA and you with regard to keeping the Board informed of your current email address (and home address in the case of non-resident owners). Every Parc Bethany Homeowner is automatically included in this money and time saving protocol, but any owner may opt out by sending a written request to the Board. We sincerely hope that you will not do so.

If any Homeowner in the community has questions or problems with their computer or email client, we will be happy to help resolve them. Simply contact us at webmaster@parcbethanyhoa.com. The system requirements listed in the attached document will be met by any computer less than 10 years old (PC or Mac).

Thank you for your cooperation in this move forward.

Parc Bethany Board of Directors

Attachment:

1. By consenting to receive communications from the Parc Bethany Homeowners Association (PBHOA) electronically, you are agreeing that documents and official notices, which we are required to send to you, will no longer be sent in paper form. You agree these paperless communications are the legal equivalent of officially required communications relating to your property, which you would otherwise receive in paper form. These communications may include, but are not limited to, HOA declarations and related forms, billing statements, legally required notices, and other official correspondence.

Not all documents are currently available for electronic delivery. Those that are not available will continue to be sent to you by US mail. As new documents become available for electronic delivery, PBHOA may send them electronically based on your consent preference choices.

2. You may at any time, request that we resume communications through the delivery of paper documents. You will not be charged a fee for this request and may make such request by submitting a written request to the PBHOA Board.

3. You agree to provide us with your current email address so we can send you notices via email and/or notify you that documents are available for your review. You also agree to notify us of any change in your email address. You can make such a change via email directed to webmaster@parcbethanyhoa.com or info@parcbethanyhoa.com. In the event we are unable to successfully send documents to the email address we have on file for you, your consent to paperless communications will be nullified and you will receive your documents in paper form. You agree to be responsible for any late payment fees that result from your failure to provide us with a current email address and postal address (non-resident owners).

4. You may request a paper copy of an official notice sent to you, or of your HOA documents. There is no fee to request such copies. You may make such request via email directed to secretary@parcbethanyhoa.com.

5. SYSTEM REQUIREMENTS: You acknowledge and agree that you have sufficient access to a privately owned computer and email system (as opposed to one with limited access, such as those housed in public libraries) that will:

- Permit you to access, view, and print the communications we will send
- permit you to receive emails that contain hyperlinks to websites
- permit you to access websites.

6. The following system requirements are necessary for you to receive and view these communications: You must have Adobe Reader version 5.0 or later. You may download it at no cost from the Adobe website at www.adobe.com. Online documents are supported on Microsoft Internet Explorer version 6.0 and later, Firefox version 3.5 and later, and Google Chrome version 17 and later.

I have read and understand the terms and conditions stated above:

Signed: _____

