

FAQ on the Authorization and Consent for Notice by Email form

1. **What is an "Authorization and Consent for Notice by Email" form?** This authorization form, when completed and submitted by you, will permit The Meadows at World Golf Village HOA Board of Directors, the HOA's Association Management Company and HOA committees, to communicate with you via email.

2. **Why am I being asked to complete this authorization form?** It's been a goal of your Board of Directors to improve communication in all aspects for The Meadows at World Golf Village HOA community. Recent changes to FL legislation dictate that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the HOA. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

3. **What type of information will be communicated to me electronically?** It is the goal of this Board of Directors to use email communication to replace any of the required notices that our governing documents and/or by applicable FL Statutes require the association to provide to its members. Certain notices that are required to be sent via regular or certified mail as prescribed by law will continued to delivered by mail..

Examples of information sent via email would be:

- Notice of upcoming HOA meetings
- HOA Board meeting minutes
- HOA Newsletter / Schedule of Events
- HOA notices of maintenance issues affecting entire community
- HOA notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- Request for input on various subjects
- Any other HOA business that the Board determines appropriate.

Note: No email communication sent will be used to replace any formal notices required by our governing documents and/or by applicable FL Statutes to be delivered by mail or in person. For example, while a notice of an upcoming Board of Directors or members meeting may be sent via email to those who grant permission, the required meeting notifications will still be posted conspicuously on the property and notification of members meeting will still be sent per our governing documents or by applicable FL Statutes, via USPS mailing to all other members.

4. **What happens if I don't complete the Authorization and Consent for Notice by Email form?** You simply will not receive email communications from the HOA. You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable FL Statutes, via USPS mailing. ***** It is critical that we have your current and correct mailing address. *****

5. **Will my email be shared with anyone else other than our association's management company or Board of Directors?** No. Your signed authorization grants permission for The Meadows at World Golf Village HOA to use your email address to convey association-related information via our association's management company or the Board of Directors.

6. **How do I sign up?** Complete the form on the next page.

If you have any questions regarding the form, please contact the Association's management company at (904) 717-9226 or via email emmy@firstcoastam.com or the HOA Board of Directors via email info@themedowswgv.com.

Please return the completed form to the Association:

1. Scan the completed, signed form and send by **email** to: info@themedowswgv.com

- OR -

2. Send the completed, signed form by U.S. Postal Service mail to:

The Meadows at World Golf Village HOA
The Meadows at Saint Johns Owners Association, Inc.
11555 Central Parkway, Suite 801
Jacksonville, Florida 32224-2700

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

dba The Meadows at World Golf Village HOA

Authorization and Consent for Notice by Email

I, the undersigned, am a record owner of a lot in The Meadows at Saint Johns subdivision, operated by The Meadows at Saint Johns Owners Association, Inc. (“Association”), and a member of the Association. The purpose of this form is to provide written consent to the Association for the undersigned to receive notice by email, as permitted by Florida Statutes and the Association’s governing documents, of meeting notices, minutes, reports, and other correspondence. Section 720.303(2)(c)1, Florida Statutes, provides that an association may provide notice by electronic transmission for meetings of the board of directors, committee meetings requiring notice under Section 720.303, Florida Statutes, and annual and special meetings of an association’s membership, to any member who has provided a facsimile number or email address to the association and consented in writing to receiving notices by electronic transmission. By completing, signing and returning this form, the undersigned is authorizing the Association’s Board of Directors (and its management company, if applicable), to email notifications of Association meetings, minutes or other correspondence in lieu of receiving such documents by regular mail. The undersigned’s email address will not be used for any other purpose than those listed herein, but owners who agree to accept notices and documents by email also consent to their email addresses becoming part of the official records of the Association, and open to inspection and/or copying by Association owners. I also understand that certain notices (including, but not limited to, notices of recall meetings, notices in connection with the collection of delinquent assessments, certain notices regarding violations of covenants and restrictions, and notices demanding participation in mandatory presuit mediation) must be sent via regular or certified mail as prescribed by law.

- By checking this box and signing below, I hereby provide my written consent to the Association to provide notice by electronic transmission in lieu of other forms of notice, consistent with the requirements of Section 720.303(2)(c)1, Florida Statutes, at the email address listed below, and agree to promptly notify the Association of any changes in the information listed below.

The written consent contained herein is effective until revoked by the undersigned in writing.

Property Address: _____

Email Address: *(required notices)* _____

Email Address: *(informational emails)* _____

Signature: _____

Printed Name: _____

Date: _____

Please return this form by U.S. Postal Service to address listed on the reserve side. (Updated: Jan 2024)

If you would like to send a scanned, signed copy via email, please email to: info@themeadowswgv.com