

COLUMBIA SQUARE MAINTENANCE ASSOCIATION

TO: All Columbia Square Maintenance Association Homeowners

RE: Annual Notice of Owner Information Update (Civil Code section 4041)

California law requires all homeowners in a community association to provide the following information to the association on an annual basis. This information is for **internal use only** to have a person on file to contact in case of an emergency. Your data will **not** be given to any other person, company or affiliate. Please complete and return this form to Powerstone Property Management at the address below or email to forms@columbiasquare.net. You can also download a PDF copy from <https://columbiasquare.net/forms>.

Owner's Name(s): _____ **Signature:** _____

Property Address: _____ **Date:** _____

Owner's Phone: HM _____ Cell _____ **Owner's Email:** _____

1. Primary Information: Address or addresses to which notices from the association are to be delivered (if off-site):

2. Secondary Information: Name, address, phone numbers, and email of your legal representative (i.e. property manager), if any, including any person with power of attorney or authorized person who can be contacted in case of an emergency:

3. Your property is (please check one): Owner occupied Rented out Vacant

4. Preferred delivery method of association notices: Primary: Physical address Email
Secondary: Physical address Email

If your property is a rental, please provide the following information:

Tenant's Name: _____ Phone: _____ Email: _____

Tenant's Name: _____ Phone: _____ Email: _____

Tenant's Name: _____ Phone: _____ Email: _____

5. I wish to **OPT OUT** so my information, including my email address, is not included on the membership list for homeowner distribution.

PLEASE RETURN **COMPLETED** FORMS TO: forms@columbiasquare.net
or mail to Columbia Square Maintenance Association
c/o Powerstone Property Management
9060 Irvine Center Drive
Irvine, CA 92618