

# CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

Dear Caughlin Ranch Members and Residents:

In an effort to enhance timely and effective communications and notices to the Caughlin Ranch members and residents, the Association's Board of Directors has implemented an **E-mail Distribution System**. We typically utilize blast e-mail notices to communicate Association meetings, community events like the Annual BBQ, seasonal wine tastings, Coffee with the Manager, annual garage sale, and other items of interest to the Community such as community projects and road construction and improvements.

After thorough research, the Board has contracted with Constant Contact to perform this service. Please review the "**Privacy Statement and Terms of Use**" on Constant Contact's website ([www.constantcontact.com](http://www.constantcontact.com)) since use of the Constant Contact services requires agreement to this Privacy Statement and Terms of Use. Participation is strictly voluntary. In the years to come, the Association may change its e-mail service provider; the attached Authorization is intended to apply to all e-mail service providers since each participant can at any time provide a written revocation of this Authorization.

After reading the authorization below, if you agree to receive future notices by e-mail, please provide the required information then date and sign the form. When you submit the signed Authorization, it will remain in place until you revoke this Authorization in writing. **Please mail, fax (775-746-8649) or e-mail ([gloria@caughlinhoa.com](mailto:gloria@caughlinhoa.com)) the completed form to the CRHA office.** Your e-mail address will not be distributed to any person other than the Association and the e-mail service provider (solely to use to transmit one-way e-mail messages only to our members and residents). All information provided below will be used ONLY for official CRHA business. A copy of this Authorization is also available online at [www.caughlinhoa.com](http://www.caughlinhoa.com).

## AUTHORIZATION TO SEND NOTICES VIA ELECTRONIC MAIL

I hereby authorize the CRHA to use the electronic mail (e-mail) address set forth below, to deliver all notices the Association is able, required and/or allowed to deliver along with any amended governing documents (as provided by NRS 116) by electronic mail pursuant to NRS 116.31068. I agree that the electronic mail address set forth below will be used in lieu of sending any Notices by mail, personal delivery, or other method of service except for those Notices which NRS 116.31068 does not apply to such as lien notifications and any other provision of NRS Chapter 116 specifies a different manner in which a notice must be given by an association.

I have read and understand the Privacy Statement and Terms of Use on Constant Contact's website ([www.constantcontact.com](http://www.constantcontact.com)) and will review any Terms of Use or Privacy Statement of any future service providers used by the Association. I understand that although Constant Contact, CRHA, and any future service provider, take every precaution to protect the privacy of members' information, CRHA cannot guarantee protection. I consent to having my e-mail address included in the Association's e-mail list and accept the inherent risks involved with e-mail communications. Generally, the benefits and convenience of e-mail communications outweigh the risk of potential violations of privacy.

By signing below, I understand that the Association will e-mail only to the e-mail address on this Authorization Form unless the Association receives written notification from me that I want to revoke this Authorization. **I also understand and agree that if I wish to discontinue receiving my notices electronically or if I change my e-mail address, it is my obligation to notify the Caughlin Ranch Homeowners Association in writing or the Association will continue to rely on this Authorization.**

MEMBER OR RESIDENT NAME: \_\_\_\_\_

CONTACT NOS. Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

CAUGHLIN RANCH STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS FOR ELECTRONIC NOTICES: \_\_\_\_\_

HOMEOWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Entered into system by: \_\_\_\_\_ Date: \_\_\_\_\_