



# Trailwood Maintenance Association

## PRIVACY POLICY ADOPTED: MAY 18, 2006

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. Unless the Board determines that a request for the membership list is made pursuant to a purpose not reasonably related to the requester's interest as a member, the requester must be provided with the membership list, or offer a reasonable alternative, as provided in California Corporations Code Section 8330(c).

Newly adopted California Code of Civil Procedure Section 1365.2 (a)(1)(I)(iii), effective July 1, 2006, 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.

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.

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# Trailwood Maintenance Association

*If you do **not** want your name and address to be disclosed to other members in the Association and would like the Association to withhold your private information, you **must** now **opt out** of the sharing of your name, property address, and mailing address by completing this form. **This opt-out shall remain in effect until changed by you.***

## **DESIGNATION FOR OPTING OUT OF PERSONAL INFORMATION 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. This opt-out shall remain in effect until changed by me.
- 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: \_\_\_\_\_

Please mail, fax or email this form to:

Trailwood Maintenance Association  
 Keystone Pacific Property Management, Inc.  
 16845 Von Karman, Suite 200  
 Irvine, CA 92606  
 Attn: Accounts Receivable

accounting @keystonepacific.com  
 (949) 833-0919 Fax