



**URGENT – ACTION NEEDED
IF YOU HAVE NOT COMPLETED THIS BEFORE**

Dear LHA Homeowner:

A homeowner may request an LHA membership list. Members are entitled to such a list by law, which includes the members' names, property addresses, and mailing addresses. Per Civil Code 5220 a member of the association may opt-out of the sharing of his/her name, property address, and/or mailing address by notifying the association in writing that he/she prefers to be contacted via an alternative method.

Do not confuse this with LHA CARES and the emergency questionnaire. That information is only shared with your cluster and is unrelated to sharing a membership list.

If you would like to opt-out of LHA providing the member your name, property address, and/or mailing address (if different from the property address), please return this form to us. Do so by either:

- mail to 907 Underhills Road, Oakland, CA 94610;
- hand delivery through the mail slot at 907 Underhills Road; or
- e-mail to finance@lakeshorehomes.net.

NOTE: If you elect for all three items not to be shared (name, property address, and mailing address) then you must provide for an alternative method to be reached. Stating that you do not want to be contacted is not a legal option. Unless you provide an alternative method of being reached, your opt-out form (this letter) will be deemed invalid and LHA will be required to provide your name, property address, and mailing address to the requesting member.

EXAMPLES: A member may elect to be listed only by property address (no name) and would thus check to opt out of name and of mailing address below. Perhaps one may elect to be contacted by email so would opt out of all 3 below and list the email address.

I, _____ (*please print*), owner of _____
_____ (*street address*) choose to opt out of having the following information shared with other members: (check all that apply)

name property address mailing address

I would prefer to be contacted via the following method: _____
