



Remington Trails II Townhome Association
Round Lake, Illinois

ELECTRONIC NOTICE (EMAIL) OPT-IN FORM

In order to keep homeowners informed in an expeditious and cost effective manner, the Board of Directors has established an email notification process that allows the association to send homeowners official notifications (newsletters, meeting notices, ballots, etc.) via email in lieu of USPS mail. Recent changes to the Illinois rules governing homeowners associations allows us to do this but it requires that individual homeowner OPT-IN for such notices. Homeowners who opt-in for email notices will receive all HOA mailings via their provided email address. Note: some communications such as financial will still be sent via first class mail to avoid security issues.

Homeowners who opt-in for email notices will receive all official notifications as well as informational email pertaining to the HOA.

Homeowners will not be automatically added to the opt-in list if you have given us your email address in the past. It is required that you specifically acknowledge that you have opted-in using this form.

Homeowners may at any time discontinue electronic notification. Instructions to do so are at the bottom of the form. Once a homeowner changed their mailing preference, notices after that point will be sent per your opt-in or opts-out selection.

The Board wants thanks you for taking the time to update your notification preference. Electronic notification will deliver notifications quickly and cost effectively.

Instructions for changing your notification (opt-in / opt-out) selection.

To opt-in you must fill in the form below to inform us that you wish to receive all HOA notices via email. Once you have completed the form you may.

- 1) Bring the completed form to a RT2 meeting and deliver it to the Secretary.
- 2) Scan the form and attach it to an email to support@rt2web.com
- 3) Fax the completed for to 360-656-2230
- 4) Mail the form to Mellissa Khan, ACM Management, 3041 Woodcreek Drive, Suite 100, Downers Grove, IL 60515.

To Opt-out, send an email to support@rt2web.com with your name, address and email address and you will be removed from the list.

OPT-IN FORM

Please Print Clearly

Name: _____

Address: _____

Contact phone number: _____

My email address for notices: _____

This confirms that I would like to receive all future HOA notices via electronic (email) delivery. I understand that once I opt-in for email notices I will not receive notices by mail.

Date: _____ Signature: _____

You will receive email confirmation of your selection. Once you opt-in for email delivery it is your responsibility to notify the association of changes to your email address. Failed delivery of emails will not be resent.

Opt-out instructions, send an email to support@Rt2web.com that you no longer wish to receive email notification.

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