

WWHOA Architectural Documents Electronic Delivery and Receipt Agreement

This agreement is offered to you with the intent of saving you and the Association time and money. We are now allowing you to send and receive architectural-related documents electronically, eliminating the need to mail a paper copy.

TERMS

- A. You may at any time request a paper copy of any correspondence described in this agreement from the Walden Woods Homeowners Association be sent or otherwise delivered to you. The Walden Woods Homeowners Association may at any time request a paper copy of any correspondence described in this agreement from you.
- B. This consent applies to all architectural-related communications from WWHOA as allowed by law and our governing documents except as noted in item G below.
- C. If after opting to receive information electronically, you wish to resume paper copies, click the “NO” link below or send a request to the WWHOA ARC Chair to withdraw this consent.
- D. If **no** Architectural Electronic Delivery and Receipt Agreement is on file, all Approved Documents **must** be sent and received by mail or personal delivery as defined in the WWHOA Architectural Policies and Procedures document, Administrative Definitions section.
- E. **Electronic Delivery Defined.** E-mail, facsimile, or other electronic means. If a document is sent by electronic means, delivery is complete at the time of transmission.
- F. **Approved Architectural Review-Related Documents (including but not limited to):**
 - Property Improvement Application (PIA)
 - PIA Revision Request Form
 - Request for More Information Letter
 - Property Improvement Approval Certificate copy
 - Property Improvement Denial Letter copy
 - Property Improvement Withdrawal Letter
 - Variance Request Form
 - General communication including but not limited to confirmation of receipt, clarifications, meeting arrangements.
- G. **Items that may NOT be submitted Electronically**
 - PIA Supporting Documents (including, but not limited to plans, drawings, brochures)
 - Paint Samples (including any samples where color is a factor)
 - Material Samples (including any samples where texture or reflectivity is a factor)

HOW TO RESPOND

Click [Yes](#) to agree to *electronic delivery* or reply to this email with ‘I agree’. In the message body, enter your name, street address or lot number, and the email address(es) to receive documents. Choosing this option means you give your consent to send/receive *approved architectural documents* to/from the Walden Woods Homeowners Association, Inc. electronically as described in this agreement (see C above to revoke consent).

Click [No](#) to discontinue *electronic delivery* or reply to this email with ‘I do not agree’. In the message body, enter your name and street address or lot number.