



Date: **April 2024**

To: All Owners  
**Whitney Oaks Community Association**

From: The Management Trust  
RE: Annual Financial Statement & 4041 Form

Included is the Financial Statement for your association for the year ending **December 31, 2023** as prepared by the association's CPA.

In addition to the Annual Review, you will also find enclosed a Request for Annual Notice of Address, Representative and Rental Status. California Civil Code §4041 requires this information be collected on an annual basis. Please complete the enclosed form and return it within 30 days. Note that if the form is not returned, the on-site property address will be deemed to be the mailing address.

These documents are being provided to all owners of the association consistent with Civil Code.

**WHITNEY OAKS COMMUNITY ASSOCIATION**

**Independent Accountants' Review Report  
Financial Statements  
and  
Supplemental Information  
*December 31, 2023***

**PORTER & LASIEWICZ, CPAs**  
*Certified Public Accountants*

Board of Directors and Members

**Whitney Oaks Community Association**

Rocklin, CA

**Independent Accountants' Review Report**

We have reviewed the accompanying financial statements of Whitney Oaks Community Association, Inc., which comprise the balance sheet as of December 31, 2023, and the related statements of revenues and expenses and changes in fund balances, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

**Accountants' Responsibility**

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion. We are required to be independent of Whitney Oaks Community Association and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements to our review.

**Accountants' Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the information about future major repairs and replacements of common property on page 9-10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and, accordingly, do not express an opinion or provide any assurance on it.

*Porter & Lasiewicz, CPAs*

April 17, 2024

Simi Valley, California

# Whitney Oaks Community Association

## Balance Sheet

As of December 31, 2023

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total Funds</u>
<b><u>ASSETS</u></b>			
Cash and Cash Equivalents	\$ 295,928	7,409,327	\$ 7,705,255
Assessments Receivable, Net of Allowance for Credit Losses of \$44,049	25,063	-	25,063
Prepaid Insurance	2,834	-	2,834
Due (To)/From Other Fund	263,798	(263,798)	-
Total Assets	<u>\$ 587,623</u>	<u>\$ 7,145,529</u>	<u>\$ 7,733,152</u>
<b><u>LIABILITIES and FUND BALANCES</u></b>			
Accounts Payable	\$ 71,783	\$ -	\$ 71,783
Prepaid Assessments	130,308	-	130,308
Income Taxes Payable	33,590	-	33,590
Other Liabilities	17,862	-	17,862
Contract Liabilities - (Reserve Assessments Received in Advance)	-	6,207,168	6,207,168
Total Liabilities	<u>253,543</u>	<u>6,207,168</u>	<u>6,460,711</u>
Fund Balances	334,080	938,361	1,272,441
Total Liabilities and Fund Balances	<u>\$ 587,623</u>	<u>\$ 7,145,529</u>	<u>\$ 7,733,152</u>

See Accompanying Notes and  
Independent Accountants' Review Report

**Whitney Oaks Community Association**  
**Statement of Revenues and Expenses and Changes in Fund Balances**  
For the Year Ended December 31, 2023

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total Funds</u>
<b><u>REVENUES</u></b>			
Assessments	\$ 818,361	\$ 501,818	\$ 1,320,179
Recreation Center Assessments	323,401	39,856	363,257
Unit 39 Assessments	35,017	18,743	53,760
Unit 44 Assessments	74,898	35,862	110,760
Gate Assessments	86,676	-	86,676
Interest Income	275	264,316	264,591
Late Fees and Fines	31,642	-	31,642
Other Revenue	26,199	-	26,199
Total Revenues	<u>1,396,469</u>	<u>860,595</u>	<u>2,257,064</u>
<b><u>EXPENSES</u></b>			
<b><u>General and Administrative Expenses</u></b>			
Professional Management	227,885	-	227,885
Other Administrative Expense	130,244	-	130,244
Insurance	35,513	-	35,513
Income Tax Expense	51,487	-	51,487
Accounting and Audit	7,350	-	7,350
Landscaping	342,873	-	342,873
Recreation Center Expenses	274,815	47,969	322,784
Utilities	89,253	-	89,253
Repairs & Maintenance	17,043	-	17,043
Unit 39 Expenses	39,836	65,353	105,189
Unit 44 Expenses	72,499	34,044	106,543
Gate Expenses	80,750	-	80,750
Major Repairs and Maintenance	-	448,915	448,915
Total Expenses	<u>1,369,548</u>	<u>596,281</u>	<u>1,965,829</u>
Excess of Revenues Over Expenses	26,921	264,314	291,235
Fund Balances, Beginning of Year	85,234	895,972	981,206
Interfund Transfers	221,925	(221,925)	-
Fund Balances, End of Year	<u>\$ 334,080</u>	<u>\$ 938,361</u>	<u>\$ 1,272,441</u>

# Whitney Oaks Community Association

## Statement of Cash Flows

For the Year Ended December 31, 2023

	Operating Fund	Replacement Fund	Total Funds
<b><u>Cash Flows From Operating Activities:</u></b>			
Excess of Revenues Over Expenses	\$ 26,921	\$ 264,314	\$ 291,235
<b><u>Adjustments to Reconcile Excess of Revenues Over Expenses to Net Cash Provided by Operating Activities:</u></b>			
<b><u>Change in Assets and Liabilities:</u></b>			
(Increase) in Assessments Receivable	(13,335)	-	(13,335)
Decrease in Prepaid Insurance	4,620	-	4,620
Decrease in Prepaid Expenses	304	-	304
Increase in Accounts Payable	11,013	-	11,013
Increase in Prepaid Assessments	11,023	-	11,023
Increase in Income Taxes Payable	32,517	-	32,517
Increase in Other Liabilities	380	-	380
Increase in Contract Liabilities - (Reserve Assessments Received in Advance)	-	301,442	301,442
Total Adjustments	46,522	301,442	347,964
Cash Provided By Operations	73,443	565,756	639,199
<b><u>Cash Flows from Financing Activities:</u></b>			
Net Borrowing Between Funds	24,341	(24,341)	-
Cash Provided (Used) By Financing Activities	24,341	(24,341)	-
Net Increase In Cash	97,784	541,415	639,199
Cash, Beginning of Year	198,144	6,867,912	7,066,056
Cash, End of Year	\$ 295,928	\$ 7,409,327	\$ 7,705,255
<b><u>Supplemental Information:</u></b>			
Cash Paid for Income Taxes	\$ 18,967	\$ -	\$ 18,967

# Whitney Oaks Community Association

## Notes to Financial Statements

For the Year Ended December 31, 2023

### **NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES:**

#### **Organizational Data**

Whitney Oaks Community Association (the "Association") is a nonprofit, mutual benefit corporation under the Laws of California. The Association's members consist of those persons or entities owning the lots within the Whitney Oaks Community Association development. Whitney Oaks Community Association was incorporated in March of 1997. The Association is responsible for the maintenance and operation of the common areas of an 1,877 lot planned development located in Rocklin, California.

The Association operates and maintains facilities which include a recreation center and assorted trails. Assessments are levied annually against each lot in the development.

The Association's Board of Directors is comprised of five members elected by the members. The Board of Directors, among other things, establishes assessments on members of the Association and establishes user fees for Association amenities.

#### **Accounting Method**

The Association maintains its books of account on the accrual basis of accounting. Under the accrual method of accounting, revenue is recognized when assessments are earned, or billed, and expenses are recognized when goods or services are received, whether paid or not.

#### **Fund Accounting**

The Association's governing documents provide certain guidelines for managing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds, established according to their nature and purpose:

*Operating Fund* - Used to account for financial resources available for the general operations of the Association, as well as holding the Association's land, property, and equipment.

*Replacement Fund* - Used to account for financial resources designated for future major repairs and replacements of the amenities.

#### **Revenue Recognition**

Assessment revenue is recognized as the related performance obligations are met. The Association has adopted the "contract liability" method of revenue recognition for the replacement fund and operating and reserve assessments. This method of revenue recognition requires recognition of reserve revenues only to the extent of current year reserve expenditures and a reclassification of the remaining reserve fund balance to a contract liability. The Association's performance obligations related to its operating assessments are satisfied over time on a daily pro-rata basis using the input method. The performance obligations related to the replacement fund assessments are satisfied when these funds are expended for their designated purpose. All receivables are recognized at amounts that are expected to be collected.

#### **Cash and Cash Equivalents**

For purposes of the statement of cash flows, cash and cash equivalents include cash on hand, funds on deposit with financial institutions, and investments with original maturities of three months or less.

The Association maintains bank accounts at various financial institutions. Balances in these accounts may occasionally exceed the FDIC federally insured amount of \$250,000. Cash equivalents maintained in brokerage accounts are not federally insured but are privately insured by the SIPC (Securities Investors Protection Corporation).

# Whitney Oaks Community Association

## Notes to Financial Statements For the Year Ended December 31, 2023

### **NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES, (continued):**

#### **Assessments Receivable, Collection Losses, and Allowance for Credit Losses**

Assessments receivable, as of December 31, 2023, totaled \$69,112. Assessments receivable at December 31, 2023, are stated at the amounts expected to be collected from outstanding assessments from owners. Assessments receivable at December 31, 2023 represent amounts due from members whose residence is within the state of California and whose property is subject to lien and foreclosure. The Association's collection policy includes, among other things, assessing a late charge and interest, and filing a lien and assessing a lien fee on payments not received within the allowable time periods.

The Association has the right to suspend certain membership rights and pursue collection through foreclosure action. The Association derives a significant portion of its revenue from dues assessments that are levied against each lot within the development.

The Association has the right to suspend certain membership rights and pursue collection through foreclosure action. An allowance for credit loss is created when an account's collectability is uncertain. Accounts are written off when the Association is notified that it is a credit loss, such as after bankruptcy or foreclosure proceedings.

A valuation allowance of \$44,049 has been made for uncollectible assessments receivable. This valuation allowance is an estimate based on an analysis of historical collection activities, reasonable and supportable forecasts, and current economic conditions.

Balances that are still outstanding after management has used reasonable collection efforts are written off through a debit to the allowance for credit losses and a credit to assessments receivable. Changes in the valuation allowance have not been material to the financial statements.

#### **Property, Equipment, and Depreciation**

Real property common areas acquired by the Association from the developer are not capitalized on the Association financial statements. Although such property is owned by the Association, it is not severable and saleable at the Board's discretion without member approval.

It is the Association's policy that personal property is capitalized at cost and depreciated over the estimated useful lives of the items purchased, using straight line or accelerated methods of depreciation.

Common areas are restricted to use by Association members, their tenants, and guests. The Association is responsible for the preservation and maintenance of the common areas.

Common area property not capitalized on the financial statements consists of buildings, pool, fencing, landscaping, sidewalks, pavement, and signage.

#### **Amounts due between funds**

Amounts due between the funds consist of lending/borrowing arrangements outstanding at the end of the year are reported as "due to/from other funds."

#### **Prepaid Assessments**

Prepaid Assessments represents assessment revenues and other fees received during 2023 that are applicable to the following year.

#### **Interest Income**

The Association records interest income in the respective fund holding the investments but records related income tax expenses in the operating fund.



# Whitney Oaks Community Association

## Notes to Financial Statements

For the Year Ended December 31, 2023

### **NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES, (continued):**

#### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and contingent liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Estimates included in the preparation of these financial statements include estimated bad debts and estimates of replacement fund components relating to useful life, replacement cost, inflation rates, and tax rates. Actual results could differ from those estimates.

#### **Lines of Business**

The Association conducts only one line of business, which is providing management services to its members. This consists primarily of maintenance of the common areas and related administrative functions.

### **NOTE 2 - REPLACEMENT FUND AND RESTRICTED CASH:**

Whitney Oaks Community Association's governing documents require funds to be accumulated for the replacement of its common areas and for general operations. Funds accumulated are intended to provide for the cost of future replacement, repairs, and maintenance when it is estimated that such expenditures are necessary.

However, actual expenditures may vary from the estimated amounts and the variations may be material. In addition, amounts accumulated in the replacement fund may not be adequate to meet future needs. If additional funds are needed, the Association has the right to increase regular assessments, to levy special assessments, to borrow the necessary funds, or to delay major repairs and replacements until the funds are available.

The Association commissioned a reserve study in 2023 to estimate these future funding requirements. The study used a pooled funding method that included an inflation factor of 2.5% to estimate future expenditures.

The Association annually reviews its reserve funding program as part of the budget process and funds its reserves on a monthly basis. Cash and investment balances accumulated for the designated capital reserves represent cash restricted for this purpose only. The assessments designated for major repairs and replacements during the year ended December 31, 2023 totaled \$596,279.

### **NOTE 3 - INCOME TAXES:**

The Association qualifies as a tax-exempt Homeowners Association for all income and expenses related to its exempt function purpose of the acquisition, construction, management, maintenance, and care of Association property. The net nonexempt income from earned interest is taxed at 30% by the Federal Government based upon the Association's election to file Form 1120-H.

For California State income tax purposes, the Association is taxed on all net income from nonmember activities. Net member income or losses are not subject to taxation. The tax rate for Association net taxable income is 8.84%.

The Association's provision for income taxes for the year ended December 31, 2023, included \$33,590 in income tax payable, and an expense of \$51,487.

The Association's policy is to record tax interest expense or penalties in operating expenses. For the year ended December 31, 2023 no tax interest or penalties were paid or accrued.

Whitney Oaks Community Association's federal and state tax returns are open for examination for the years 2021, 2022, and 2023.

# Whitney Oaks Community Association

## Notes to Financial Statements

For the Year Ended December 31, 2023

### **NOTE 4 – REVENUE FROM CONTRACTS WITH CUSTOMERS:**

#### **Replacement Fund Assessments**

The Association has budgeted reserve assessments totaling \$897,721 during the year ending December 31, 2023. Contract liabilities (assessments received in advance) are recorded when the Association has the right to receive payment in advance of the satisfaction of performance obligations related to replacement reserve assessments. The Association has contract liabilities totaling \$6,207,168 at December 31, 2023.

Contract Liabilities as of December 31, 2022	\$ 5,905,726
Additional Contract Liabilities	<u>301,442</u>
Contract Liabilities as of December 31, 2023	<u>\$ 6,207,168</u>

Revenues related to the replacement fund are generally recognized over a period of time which is dictated by the contract with the member. Service contracts of this nature tend to be long-term (over 1 year in duration). The Association typically satisfies its performance obligations when the replacement fund projects have been completed.

The Association's services related to the operating fund and are considered a series of distinct services that are substantially the same and that have the same pattern of transfer to the members. Therefore, the Association satisfies its performance obligations related to the operating fund ratably over the year.

The Association's services related to the replacement fund are typically performed upon completion of reserve projects. Therefore, the Association satisfies its performance obligations related to the replacement fund at a point in time. Payments for the major repair and replacements are typically received prior to receipt of services by the members. The repairs and maintenance provided by the Association are performed by

management or by an outside vendor where the Association acts as an agent. In estimating a contract's transaction price, the Association considers all of the information (historical, current, and forecasted) that is reasonable and available.

### **NOTE 5 – WETLAND CONSERVANCY:**

The Association is subject to an Open Space Management Plan (the "Plan") which specifies how the Whitney Oaks open space wetland areas will be managed and maintained to assure their preservation in perpetuity. The Plan was prepared to satisfy the United States Army Corps of Engineers' permit requirements and provides for the responsibilities of the Association and the adjoining golf course. Provisions of the Plan include a perpetual conservation easement to a non-profit public benefit corporation (Whitney Oaks Wetland Conservancy) and the establishment of a \$30,000 trust fund account to be utilized for unanticipated repairs and maintenance to the open space wetland area. Funding associated with monitoring, management of the Conservancy and corrective measures are borne by the Association and the golf course. Funds held by the Association as required by the Plan are included in the reserve fund balance and totaled \$18,367 at December 31, 2023.

### **NOTE 6 - SIGNIFICANT GROUP CONCENTRATIONS OF CREDIT RISK:**

The Association maintains demand accounts at various banks. At December 31, 2023, the aggregate balance of these accounts exceeds the federally insured limits by \$111,334.

### **NOTE 7 – SUBSEQUENT EVENTS:**

The financial statements were issued on and subsequent events were evaluated through April 17, 2024.

**Whitney Oaks Community Association**  
**Supplemental Information on Replacement Fund Balances - Unaudited**  
**For the Year Ended December 31, 2023**

The Board of Directors commissioned a study in 2023 to estimate the remaining useful lives and the replacement costs of the components of common property. The Association has assessed the present condition of all common area components; estimated replacement costs relying upon published data, contractor's or engineer's estimates, and previously paid amounts; and estimated remaining lives, relying upon consultants or published data. Funding has been provided using a pooled calculation with provisions for inflation of 2.5%, average interest earnings of 1.63%, and no provision for taxes.

The following table is based on the study and presents significant information about the components of common property.

<b>Component</b>	<b>Estimated Remaining Useful Lives</b>	<b>Estimated Current Replacement Cost</b>
<b>General</b>		
Streets/Asphalt	0-19 years	\$ 7,008,446
Painting	7-10 years	86,016
Fencing/Security	0-12 years	532,005
Lighting	0 years	91,500
Grounds Components	0 years	108,085
Contingency	0 years	5,000
Signs	2-3 years	23,814
Tree Trimming	0 years	56,221
Landscaping	0-9 years	138,502
Reserve Study	2 years	3,000
<b>Total General</b>		<b>\$ 8,052,589</b>

## Whitney Oaks Community Association

### Supplemental Information on Replacement Fund Balances, *(continued)*

For the Year Ended December 31, 2023

**Recreation Center**

Hillcrest Recreation Center	0-19 years	\$ 385,937
Black Oak Recreation Center	0-19 years	106,181
<b>Total Recreation Center</b>		<b>\$ 492,118</b>

**Unit 39**

Painting	0 years	\$ 10,902
Fencing/Security	0-2 years	30,125
Contingency	2 years	750
Tree Trimming	0 years	4,000
Landscaping	0-4 years	26,635
Miscellaneous	0 years	1,000
<b>Total Unit 39</b>		<b>\$ 73,412</b>

**Unit 44**

Painting	0 years	\$ 36,483
Grounds Component	4 years	5,000
Tree Trimming	0 years	15,000
Landscaping	0 years	22,500
Undesignated	0-2 years	2,150
<b>Total Unit 44</b>		<b>\$ 81,133</b>

<b>Total</b>		<b>\$ 8,699,252</b>
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Fund Balance at December 31, 2023		<b>\$ 938,361</b>
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Whitney Oaks Community Association  
**REQUEST FOR PREFERRED DELIVERY METHOD  
ANNUAL UPDATES TO ASSOCIATION RECORDS**

Civil Code section 4041 requires homeowners to provide the below information to the Association annually so that the Association knows where and how to send you notices and maintains other records required of the Association. Please complete this form and return it to the Association via email or physical mail if any option needs to be updated beyond contact information as noted in the 'Return' portion of the form.

*Please note that if you do not submit this form to the Association, then the Association will use the property address or current mailing address on file to send notices to you. Contact information provided in this form will receive Association communications and may include confidential account information.*

You are *not* required to provide an email address to the Association. However, if you do provide the Association with your email address, please add the Association's [cs@managementtrust.com](mailto:cs@managementtrust.com) address to your contacts so that the Association's emails are not sent to your "junk" or "spam" folders. **Electing to receive required Association notices via email will reduce costs for your Association.**

**INSTRUCTIONS:** We welcome you to login to our Homeowner portal to add or update contact information. Please visit <https://my.managementtrust.com>. If submitting via email or mail, please PRINT and complete this form in its entirety. If you are a Property Manager completing this form on behalf of the owner(s), please be sure to provide a copy of your Property Management Agreement when returning the form.

Name of Homeowner(s):

Account #

Property Address:

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**Preferred Delivery Method to which you want Association notices delivered**

Preferred Delivery Method:  Mail  Email  Mail and Email

Current Primary Email Address:

Current Primary Mailing Address :

Updated Primary Email Address: \_\_\_\_\_

Updated Primary Mailing Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

*There may be other addresses or email address associated with your account. You can view a full list in the 'Contact Info' panel our Homeowner Portal at [my.managementtrust.com](https://my.managementtrust.com)*

**Alternate or Secondary Mailing Contact (if any) to which you want Association notices delivered**

Preferred Delivery Method:  Mail  Email  Mail and Email

Secondary Email Address: \_\_\_\_\_

Alternate/Secondary Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Email Authorization**

To enhance timely and effective communication between the Association and the unit owners, and to reduce Association expenses, you have the option to receive correspondence via email in lieu of US Mail, the law requires authorization for this to occur.

YES, I (We) hereby authorize the Association and its Agents to notify me (us), as the **owner(s)**, by email for all official Association notifications as permitted and/or required by the applicable state statutes in lieu of US Mail at the email address(es) noted in this form. If, at any time, the noted email address(es) bounce back Association communications, I recognize the Association may reinstate sending me notices via US Mail regardless of the preference indicated.

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_

**Legal Representative or authorized individual to be contacted in the event of an emergency**

*You are not required to provide an emergency contact, however, if you choose to do so, it will **not** be entered in our system or used to deliver Association notices.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Does This Person Have a Key? Yes  No

Yes  No  Power of attorney (Please provide a copy)

**Status of your Association property (Check one)**

\_\_\_\_\_ Owner-Occupied

\_\_\_\_\_ Rented\*<sup>(1)</sup>

\_\_\_\_\_ Vacant

\_\_\_\_\_ Undeveloped Land

\_\_\_\_\_ Other (please explain) \_\_\_\_\_

\*NOTE: <sup>(1)</sup> A tenant is defined as an individual living in the residence who is NOT the owner; whether or not the resident is paying rent and/or whether or not the tenant is a relative of the Owner (if you have a family member living at unit, please check other and explain), <sup>(2)</sup> Please submit a copy of your CURRENT RENTAL AGREEMENT.

**Membership List Opt Out Authorization**

California Civil Code sections 5200 and 5205 require membership information be made available upon request. This may include your email address, mailing address, name, and property address. You have the ability to opt out of your email and mailing address being shared to other members by completing this section.

YES, I (We) hereby authorize the Association and its Agents to notify me (us), as the **owner**, to exclude my email and mailing address from membership lists.

**Printed Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**PRIVACY STATEMENT:** The Management Trust Northern California will not disclose the personal information you provide herein and in your lease with anyone outside of the company and the Board of Directors of your Association. You may remove (i.e., white-out, blacken, erase, etc.) any proprietary information (i.e., income, rental amount, etc.) from the lease or rental agreement if you wish.

I declare that I am an owner and/or trustee of the trust that owns the Association property identified above, that the information is accurate, and that I am authorized to make elections reflected above on behalf of all owners of this Association property:

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN TO:**

Electronic: If only modifying contact information (Primary or Secondary contact and email preferences), enter through our owner web portal, instructions are included in this package. All other updates must be returned as noted below.

Email: [CAaddressChange@managementtrust.com](mailto:CAaddressChange@managementtrust.com)

First Class Mail: The Management Trust Northern California  
C/O Whitney Oaks Community Association in re: CA 4041  
PO Box 1459  
Folsom, CA 95763-1459

