

WEST POINT LOMA OWNERS ASSOCIATION, INC.

4542 W. POINT LOMA BLVD., SAN DIEGO, CA 92107
 BOARD @ WPLHOA.ORG INFO @ WPLHOA.ORG

Printed on:

Updated by HOA on:

Updated by owner on:

	Information per HOA records as of date printed on top right corner of form	Check one box	Make any changes here or on reverse of this sheet
UNIT NUMBER			<input type="checkbox"/> Cal. Civ. Code § 5220 privacy election
NAME OF OWNER(S)		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
MAILING ADDRESS FOR NOTICES FROM HOA		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
PHYSICAL ADDRESS OF OWNER(S), IF DIFFERENT FROM MAILING ADDRESS		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
OWNER E-MAIL ADDRESS(ES)		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
OWNER TELEPHONE NUMBER(S)		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
ALTERNATE OR SECONDARY MAILING ADDRESS (IF ANY) FOR NOTICES FROM HOA		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
NAME, ADDRESS, AND PHONE NUMBER OF LEGAL REPRESENTATIVE OR OTHER CONTACT PERSON [§ 4041(a)(3)]		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
UNIT STATUS	<input type="checkbox"/> OWNER-OCCUPIED <input type="checkbox"/> RENTED AND/OR AVAILABLE FOR RENTAL <input type="checkbox"/> OTHER	<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	<input type="checkbox"/> OWNER-OCCUPIED <input type="checkbox"/> RENTED AND/OR AVAILABLE FOR RENTAL <input type="checkbox"/> OTHER (EXPLANATION REQUIRED)
TENANTS AND ROOMMATES			
NAME(S) OF ALL ADULT TENANTS AND ROOMMATES		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
TENANT PHONE NUMBER(S) AND E-MAIL ADDRESS(ES)		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
NAME, PHONE NUMBER, E-MAIL ADDRESS, AND MAILING ADDRESS, OF PROPERTY MANAGER IF NOT OWNER		<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	
REGISTERED PETS / ANIMALS			
ALL ANIMALS REGISTERED WITH HOA	<input type="checkbox"/> 1 DOG <input type="checkbox"/> 2 DOGS <input type="checkbox"/> NONE REGISTERED <input type="checkbox"/> 1 CAT <input type="checkbox"/> 2 CATS	<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	<input type="checkbox"/> 1 DOG <input type="checkbox"/> 2 DOGS <input type="checkbox"/> NONE <input type="checkbox"/> 1 CAT <input type="checkbox"/> 2 CATS
ANIMALS REGISTERED WITH HOA AS SERVICE OR EMOTIONAL SUPPORT ANIMALS	<input type="checkbox"/> 1 DOG <input type="checkbox"/> 2 DOGS <input type="checkbox"/> NONE REGISTERED <input type="checkbox"/> 1 CAT <input type="checkbox"/> 2 CATS	<input type="checkbox"/> Correct <input type="checkbox"/> NOT correct	<input type="checkbox"/> 1 DOG <input type="checkbox"/> 2 DOGS <input type="checkbox"/> NONE <input type="checkbox"/> 1 CAT <input type="checkbox"/> 2 CATS

OWNER INFORMATION FORM

Why the HOA needs this information

The HOA needs accurate information about the owners of units in the complex in order to perform maintenance tasks, send notices, and enforce the CC&R's and HOA Rules and Guidelines. Some of the information on this form is required by Sections 4040 and 4041 of the California Civil Code.

Where to send the completed form

To submit the form electronically, email a PDF file to the HOA at: info@wplhoa.org.
To submit the form by mail, print the form, then mail it to: West Pt. Loma Owners Assn., 4542 W Point Loma Blvd, San Diego, CA 92107

Consequences of failure to complete and return the form

1. The HOA sometimes needs access to a unit to perform required repairs and maintenance. If it cannot contact someone (owner / resident / property manager) to arrange access, the HOA may:
 - a. In the event of a serious emergency, enter the unit by any available means, including breaking a door or window. The unit owner – not the HOA – will be responsible for the cost of repairs.
 - b. Reschedule the repairs and maintenance, and charge the unit owner for any resulting increase in cost. Economies of scale can be significant.
 - c. Let the unit owner perform the repair on their own schedule and at their own cost (i.e., no reimbursement from the HOA).
2. If this form is not received by the HOA within two weeks of a change in occupancy, the HOA may disable the entry gate transmitter(s) for the unit as a security measure (i.e. preventing unknown persons from having easy access to the complex). The transmitter(s) will remain disabled until the required information is provided.

Owner Name

This should be the name of the owner as shown on the most recently recorded deed. The name of a spouse or domestic partner who is not reflected on a recorded deed should be listed in the "Tenants and Roommates" section.

Unit Status

Pick the most applicable box.

- Check the "owner occupied" box if (i) the unit is currently being used as the owner's primary residence, (ii) the owner lives in the unit with a paying roommate, and/or (iii) the only residents of the unit are the owner's dependents who do not pay rent (e.g., an elderly parent or a child attending college).
- Check the "rented and/or available for rental" box if (i) the unit is a typical rental (owner does not live there even part time), or (ii) the unit is available for short term rental (e.g. AirBnB) more than 90 days a year. "Available" is not limited to days when the unit has an actual long-term or short-term tenant.
- If you check the "other" box, you must provide an explanation.

Tenants and Roommates

The information printed on the form is what is presently shown by the HOA records. Any adult who pays rent must be listed.

A resident owner with a paying roommate should check the "owner occupied" box but also provide information on any adult roommate who pays rent.

A resident owner with a spouse, registered civil partner, or significant other should check the "owner occupied" box and list the person as a roommate. It is optional to list the person as a spouse or registered civil partner.

Registered Pet / Animal Information

The information printed on the form is what is presently shown by the HOA records. Submission of this form is not sufficient by itself to register additional pets / animals. Fines apply in the case of unregistered pets / animals.

Privacy of Contact Information (Cal. Civ. Code § 5220)

The HOA does not ordinarily distribute owner or resident contact information. By law, however, owner contact information must be disclosed to other members of the HOA, if requested for a purpose reasonably related to the HOA or the condo complex. Owners may opt to have access to some or all of this information limited. This means that if the information is requested, the HOA would initially act as an intermediary, passing information to the owner via email or mail without providing the contact information to the requester. The owners would then need to arrange direct communications.

Preferred Delivery Method for Individual Notices

The information on this form will be used by the HOA in sending the "individual delivery" and "individual notices" per Sections 4040 and 4041 of the California Civil Code. Owners may make the elections contemplated by those sections by completing and returning the separate form "Preferred Address(es) for Official Communications from the HOA." The default is USPS mail to the mailing address.

ADDITIONAL SPACE FOR NOTES AND FOR OWNER CHANGES / UPDATES: