



1000 Hacienda Carmel, Carmel, CA 93923 (831) 624-8261 haciendacarmel.org

July 14, 2026

Dear HCCA Homeowner,

California law requires community associations to periodically request certain owner information. To make things easier, we've combined everything into one form for this year.

All owners are being asked to complete this updated form now as we prepare for upcoming technology enhancements and improving communication throughout the community.

Keeping your information current will help us better serve everyone and ensure your communication preferences, including participation in the resident-to-resident cubby communication system, are accurately reflected.

Please take a few minutes to review the form, make any necessary updates, sign it, and **return it to the management office by the end of the month (July 30, 2026).**

You may return the completed form in any of three ways:

1. Drop off at the front desk
2. Email to hcretire@haciendacarmelca.com
3. Mail to: Hacienda Carmel Community Association, 1000 Hacienda Carmel, Carmel, CA 93923

This form is also available for download on the HCCA website as a PDF fillable form. You may also request a copy of the form be emailed to you by contacting management.

If you have any questions or need assistance completing the form, please stop by the office or call us at (831) 624-8261. We're always happy to help!

Thank you for taking a few minutes to help keep HCCA records current and support these improvements. Your time and cooperation are sincerely appreciated.

In service and gratitude,

Christine Hulka, CMCA, AMS
General Manager

HACIENDA CARMEL COMMUNITY ASSOCIATION

Annual Owner Information & Communication Preferences

Please complete this annual form to help the Association maintain accurate ownership, occupancy, emergency contact, and communication information. This form is used to satisfy the Association's recordkeeping obligations under California Civil Code § 4041 and to update other Association records relating to occupancy, age-qualified occupancy compliance, emergency contacts, and owner communication preferences.

Telephone numbers and email addresses are optional; however, providing them helps the Association communicate with you more efficiently. You are not required to provide an email address to the Association.

SECTION 1 – PROPERTY INFORMATION

Unit Number:

Property Address:

SECTION 2 – OWNER INFORMATION

Owner 1

Name:

Primary Phone:

Mobile Phone:

Email Address:

Owner 2

Name:

Primary Phone:

Mobile Phone:

Email Address

SECTION 3 – OFFICIAL ASSOCIATION NOTICE INFORMATION

You may designate up to three (3) delivery addresses consisting of any combination of mailing addresses and email addresses.

Mailing Address:

Email Address:

Additional Mailing Address or Email Address:

Note: Hacienda Carmel serves as a centralized delivery point for the United States Postal Service (USPS). Unless an alternate mailing address is designated above, Association notices sent by U.S. Mail will be delivered through HCCA's centralized USPS delivery system

SECTION 4 – AUTHORIZED REPRESENTATIVE

Name:

Relationship:

Phone:

Email:

Mailing Address:

SECTION 5 – EMERGENCY CONTACT (Optional)

Name:

Relationship:

Phone:

SECTION 6 – OCCUPANCY / 55+ CERTIFICATION**Occupancy Status:**☐ Owner Occupied (Full-Time)☐ Owner Occupied (Part-Time/Seasonal)☐ Rented / Tenant Occupied☐ Family Member or Other Authorized Occupant☐ Vacant**Current Resident(s):**

Name(s)	Owner?		Relationship to Owner
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	
	☐ Yes	☐ No	

☐ Occupancy has not changed since the last information provided.☐ Occupancy has changed. The information above reflects the current occupants.☐ I certify that the occupancy information provided above is accurate and that the Unit is occupied in compliance with Hacienda Carmel's age-qualified occupancy requirements.

If occupancy has changed, Management may request additional documentation to verify compliance with Hacienda Carmel's age-qualified occupancy requirements

SECTION 7 – HCCA COMMUNICATION PREFERENCES☐ Yes ☐ No Receive HCCA newsletters and community updates by email☐ Yes ☐ No Receive HCCA newsletters and community updates in my HCCA cubby☐ Yes ☐ No Receive important HCCA alerts and notifications by text message (SMS)**SECTION 8 – RESIDENT TO RESIDENT COMMUNICATION PREFERENCES**☐ Yes ☐ No Include my email address in the Resident Directory☐ Yes ☐ No Include my telephone extension in the Resident Directory☐ Yes ☐ No Receive communications from other residents in my HCCA cubby

SECTION 9 – MEMBERSHIP LIST PRIVACY

This election is separate from the Resident Directory. Owners are members of the Association; residents who are not owners are not members. California law allows members (owners) to request a copy of the Association Membership List for certain authorized purposes. The Membership List contains owners only and is different from the voluntary Resident Directory, which may include owners, residents, tenants, and other authorized occupants who choose to participate. If you make the election below, your name and contact information will not be included on a Membership List provided to other members. This election does not affect the Association's ability to contact you or send required notices.

☐ **Yes** - I request that my name and contact information **be withheld** from the Association Membership List as permitted by California Civil Code § 5220. I understand this election does not affect my participation in the voluntary Resident Directory.

SECTION 10 – CERTIFICATION

I certify that the occupancy information provided above is true and correct and that the Unit is occupied in compliance with Hacienda Carmel's age-qualified occupancy requirements.

Owner Signature:

Date:

Owner Signature:

Date: