

## Copy/Mailer Request Form (ver 2.11)

**Please use this form for all requests for copying/mailers except for newsletters. Complete document must be in ONE PDF file, placed on Smart Sheet named Mailer Processing Sheet assigned to: HOA@AvalonWeb.com**

**Association:** \_\_\_\_\_  
(Full Legal Name)

Association # \_\_\_\_\_ Date Mailer is being submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Purpose of Mailer (Annual Meeting/Budget/Audit, etc.) \_\_\_\_\_

For Annual Meetings/Indicate Inspector of Elections (Full Name and Complete Mailing Address):

\_\_\_\_\_  
\_\_\_\_\_

**To be mailed to:** Owners Only \_\_\_\_\_ All Residents \_\_\_\_\_

To be Mailed no later than: \_\_\_\_\_

**Special Instructions:** (Include return envelopes, **Postage/No Postage** on return envelopes, envelopes printed for Annual Meeting, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Copy instructions:** Please mark the appropriate box; indicate what is 1 to 2 sided, what is single-sided, what is color, etc, check all that apply:

- One sided printing     Two sided printing
- White Paper Only     Color Paper (indicate which pages if not all) \_\_\_\_\_
- B&W Printing         Color Printing (please check contract for pricing, may delay mailer)
- Stapled                 (Extra Copies Needed): \_\_\_\_\_
- Annual Mailer/Ballots (Extra Copies Needed): \_\_\_\_\_

Mailer reviewed by: \_\_\_\_\_

Date of mailing: \_\_\_\_\_ Mailed by: \_\_\_\_\_

Distribution of copies (Chris to fill out):

Paula    Accounts Receivables    Accounts Payables    Lori    Megan    Lana    Manager

Lake Hills Maintenance Corporation  
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951-244-0520 facsimile

March 15, 2021

To: The Members of Lake Hills Maintenance Corporation  
From: The Board of Directors  
Re: Rule Amendment Regarding Leasing

After providing the membership with 28 days notice of a proposed rule, at their meeting held on March 8, 2021, the Board of Directors adopted the rule listed below in bold.

The purpose for this policy is to comply with AB 3128 which became effective January 1, 2021.

The text of the adopted rule is listed below:

**Owners may lease out their lot or an accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) on their lot. Such a use is deemed consistent with the residential use/single family use provisions in the Association's CC&Rs. No ADU or JADU can be installed except upon application to and receipt of architectural approval from the Association and receipt of County approval and issuance of a County building permit.**

Please be sure to keep this with your other important association documents. Thank you.