![Chatuge Village Community Association logo]

Chatuge Village Community Association, Inc.
P.O. Box 738
Hayesville, North Carolina 28904

Please complete this form and return via USPS to CVCA, P. O. Box 738, Hayesville, NC 28904
 or photograph or scan (see instructions on back page) and send to CVCAboard@ChatugeVillage.org

AUTHORIZATION to use my EMAIL address for <u>all Official Correspondence</u> including notices of Meetings, Voting Proxies and Invoices.

I, _____AND _____, am/are the owner(s) of:

_____

_____.
(Property lot number(s) **and** street addresses)

My/our current contact information is as follows:

     Summer mailing address:_____

     Winter mailing address:_____

Email:_____

Email:_____

Cell phone_____**and**_____

Home/Landline phone_____

I/We hereby **authorize** Chatuge Village Community Association to **use my/our email address(es)** for official correspondence **as follows**:

___ **Invoices for quarterly maintenance fees.** By making this choice, I/we acknowledge that I/we **<u>will not receive by USPS mail any invoices</u>**, **<u>or notices of payments due,</u>** and that it is my/our responsibility to notify CVCA of any changes to my/our email address(es). I/we will be responsible for any late fees charged.

___ **Official notices:** meetings, proxies, voting information, newsletters, any other correspondence.

(Continued on next/back page)

Chatuge Village Community Association, Inc.
P.O. Box 738
Hayesville, North Carolina 28904

___I/we further authorize CVCA **to publish this contact information** on the website, www.ChatugeVillage.org or in written form, ONLY to be made available to the membership and not the general public.

___I/we request that none of this contact information be made available to the membership or the general public.

___I/we further authorize my/our **cell phone number(s)** to be used for text messages in the event of emergencies such as water shutoff notices or other important, timely messages.

Signed: Date:

_____   _____

_____   _____

To **convert a photo to a PDF on an iPhone**, you can use the Files app or the Notes app.
Using the Files app
1. Open the Files app
2. Find the image you want to convert
3. Press and hold on the image
4. Select Quick Actions
5. Select Create PDF

Using the Notes app
1. Open the Notes app
2. Select New Note
3. Select the camera icon
4. Select Scan Documents
5. Position the camera over the document
6. The camera will automatically take a picture and scan it into a PDF

To **convert a photo to a PDF on an Android device**, you can use the Gallery or Photos app to print the photo and then select Save as PDF.
Steps
1. Open the photo you want to convert in the Gallery or Photos app
2. Click the three dots icon to access more options
3. Select Print
4. In the Printer Options, **select Save as PDF**
6. Choose your preferred location for your PDF and press Save
7. Use this file to send as PDF via email