



**Rancho Santa Fe Association
Change of Information and Verification
Current Title Holders**

The Change of Information Form **should be used only to change, correct, or add information to the current record of the Title Holder.** If the Owner/Title Holder has changed use Form # 201 for a new Title Holder.

Property Ownership Information

Current Owner/Title Holder Name(s): _____ Member #: _____

Accessor's Parcel Number(s) (APNs): _____ Change Date: _____

Street Address: _____

New Owner/Title Holder Name(s) (as listed on deed of trust): _____

Contact Name(s): _____

RSF P.O. Box (if known): _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Cell Phone: _____

Association Voting (required only if voters change)

I (we) certify that I (we) have read the Summary of Rules Relating to Voters and Votes Conducted by Written Ballot (see Page 2 for instructions) and are entitled to vote as indicated below and this is my (these are our) true and correct signature(s) and email(s):

Name of Voter #1: _____ No. of Ballots: 1 or 2 (*circle one*)

Signature of Voter #1: _____ Email: _____

Name of Voter #2: _____ (*will receive second ballot*)

Signature of Voter #2: _____ Email: _____

I am (we are) requesting that the information currently on file be changed or corrected to reflect the above and/or that the above information be added to the data base of the RSF Association. Ballots will be sent to the above P.O. Box or mailing address, if different, currently on file unless otherwise instructed.

_____ Date: _____

_____ Date: _____

Please return form ASAP to Christy Whalen via email Christy@RSFAssociation.org or FAX at 858-756-9814.

SUMMARY OF RULES RELATING TO VOTERS AND VOTES CONDUCTED BY WRITTEN BALLOT

Sole Ownership

If an individual is or becomes the sole owner of a Building Site as his or her separate property (and consequently no spouse or registered domestic partner is entitled to community property rights), he or she will be entitled to receive two ballots (sent in separate envelopes) representing one vote each.

Joint Ownership, Co-Ownership, Community Property

If more than one person has or obtains at least a 34% interest in a Building Site (whether by community property rights or otherwise), but no such interest is greater than 50%, each such person will be entitled to receive one ballot (sent in a separate envelope) representing one vote. Consequently, in the case of community property, or a joint tenancy when there are only two joint tenants, the spouses or registered domestic partners, or both of the joint tenants, each have a 50% interest in the Building Site.

If only one person has or obtains a greater than 50% interest in a Building Site, such person will be entitled to receive two ballots (sent in separate envelopes) representing one vote each.

If one person has or obtains at least a 34% interest in a Building Site, but it is not greater than 50%, such person will be entitled to receive one ballot (sent in a separate envelope) representing one vote, and the remaining joint or co-tenants must decide among themselves which one of them will be the person entitled to receive a second ballot. Such person will be entitled to receive one ballot (sent in a separate envelope) representing one vote.

If no person has or obtains at least a 34% interest in a Building Site, the joint or co-tenants must decide among themselves which one or two of them will be the person or persons entitled to receive a ballot or ballots. If only one such person is so entitled, such person will be entitled to receive two ballots (sent in separate envelopes) representing one vote each. If two such persons are so entitled, each such person will be entitled to receive one ballot (sent in a separate envelope) representing one vote.

Corporations, Partnerships, Other Entities

If a corporation, partnership or other entity (other than a common interest development, trust, or governmental entity) is or becomes the sole owner of a Building Site, one individual will be entitled to receive on behalf of such corporation, partnership, or other entity two ballots (sent in separate envelopes) representing one vote each.

Trusts

If a trust into which community property is contributed is or becomes the sole owner of a Building Site, each spouse or registered domestic partner beneficiary of such trust will be entitled to receive one ballot (sent in a separate envelope) representing one vote.

If any other type of trust is or becomes the sole owner of a Building Site, one individual will be entitled to receive on behalf of the trustee(s) two ballots (sent in separate envelopes) representing one vote each.

Decedent's Estates

If a Building Site is or becomes the sole owner by the executor(s) under the will of a deceased individual, or the administrator(s) of the estate of a deceased individual, one individual will be entitled to receive on behalf of such executor(s) or administrator(s) two ballots (sent in separate envelopes) representing one vote each

Common Interest Developments.

Each common interest development (Condominium Association) may designate the owners of two condominium units who will be entitled to receive ballots. The individuals entitled to receive ballots and vote in respect of the ownership of those units will depend on how title is held.

For questions pertaining to any of the categories listed or not listed above, please contact the Manager of the Association and/or refer to the complete copy of Rules Relating to Voters and Votes Conducted by Written Ballot approved by the Board of Directors, a copy of which is available at the Association Office.