Electronic Communication & Voting Consent

Florida association owner / authorized representative · Fill, save and sign, or print and sign. Read all three pages; retain a complete copy. This is not a meeting notice, proxy or ballot.

1 Association, property and owner

Association legal name

Association chapter — Select ONE; confirm with your association

- ☐ Condominium — Chapter 718
- ☐ Cooperative — Chapter 719
- ☐ Homeowners / property owners association — Chapter 720

Owner of record / legal entity name

Contact / signer full name

Unit / parcel street address

Unit / parcel number

Current mailing address for lawful non-electronic notices

Member contact email (not a notice designation)

Phone (required)

2 Make two independent, voluntary choices

Select exactly ONE checkbox in EACH group. Nothing is preselected. If withdrawing a prior consent, select “I revoke my prior consent” rather than “I do not consent”. Full terms follow on page 2.

Electronic communications / notices — Select ONE

☐ I consent ☐ I do not consent ☐ I revoke my prior consent

Designated notice email — required if communications choice is “I consent”

Internet-based electronic voting — Select ONE

☐ I consent ☐ I do not consent ☐ I revoke my prior consent

Voting instructions email — required if voting choice is “I consent”

Consent terms & official references

These terms govern the independent choices on page 1. Read them before signing; acknowledgment is not an agreement to both services.

3 Electronic communications

If I select 'I consent' for electronic communications, I consent in writing to receive association meeting notices, required attachments and other association communications by email at my designated notice email address, only to the extent permitted by the applicable Florida statute, rules and governing documents. This choice does not replace any delivery method specifically required by law, waive notice, authorize marketing, or give consent to electronic voting.

4 Internet-based electronic voting

If I select 'I consent' for electronic voting, I consent to use the association's authorized Internet-based online voting system for elections and other eligible member votes under the statute applicable to my association. This consent continues until I opt out under the board's adopted procedures. It is subject to the association's board resolution, lawful deadlines, verification of voting eligibility, and a compliant voting system. This form does not cast a vote, appoint a proxy, create a voting account, authorize PHS to vote for me, or waive ballot secrecy.

5 Withdrawal, opting out and non-electronic delivery

My communications and voting choices are independent and voluntary. I may revoke electronic notice consent in a signed writing, including a legally effective electronic writing, actually delivered to and received by the association's current officer, board member, manager or registered agent. I may opt out of online voting under the procedures and reasonable deadlines adopted by the board. To revoke using this form, I must select 'I revoke my prior consent', not merely 'I do not consent'; this does not prevent another legally effective revocation or opt-out. For condominiums, electronic notice consent is also automatically revoked if the association becomes aware that two consecutive electronic notice transmissions to me were unsuccessful, as provided in Rule 61B-23.0029. I will provide a current mailing address for lawful non-electronic notices. Revocation does not undo notices already lawfully sent or votes already cast.

6 Your contact and access responsibilities

I will keep my designated email addresses current, check them regularly, permit association emails through spam filters, and maintain access to a device and software that can read, save and print email and PDF attachments. I will inform the association in writing of email changes. Declining electronic communications or voting does not waive my applicable notice or voting rights.

7 Condominium email ballots are a separate procedure

For condominiums only, the separate email-ballot procedure in section 718.128(7) is not the same as consent to an Internet-based voting system. This form is not an email ballot and does not contain or authorize a waiver of ballot secrecy.

General-purpose administrative form based on Florida law reviewed November 12, 2026; not legal advice or a guarantee for every association. The association and its counsel should confirm its chapter, governing documents, designated recipients and adopted electronic voting procedures before relying on the form.

Official Florida references · click a section label

Condominium notices — § 718.112(2)(d)7

Condominium electronic voting — § 718.128

Cooperative notices — § 719.106(1)(d)3

Cooperative electronic voting — § 719.129

HOA notices and roster — § 720.303

HOA member meeting notices — § 720.306

HOA electronic voting — § 720.317

Electronic signatures and retained records — § 668.50

Condominium electronic notice consent — Rule 61B-23.0029

Cooperative records and revoked notice email removal — § 719.104

Condominium records and notice email disclosure — § 718.111

Acknowledgments, signature & delivery

Read all pages, complete and sign. Keep your completed copy and proof of delivery.

8 Association review, receipt and record handling

PHS receives this form for review and routing only for associations it is authorized to serve. A website receipt confirms storage by PHS; it is not proof that the association has accepted a notice designation, verified ownership, or enabled online voting. I remain responsible for ensuring that the proper association recipient actually receives my form and for obtaining confirmation. If PHS does not serve my association, I must deliver the signed PDF directly to my association's current officer, board member, manager or registered agent.

When actually received by the proper association recipient, this form may become an association consent record and may be subject to lawful official-record inspection, with applicable statutory exclusions. It is not published on PHS's website. Notice email designations and consent records must be handled under the applicable chapter and rules, including removal of revoked notice email addresses from association records where required by Chapters 719 and 720 and applicable retention and disclosure requirements for condominium consent records. Recording a request here does not automatically update the association's records. The association and its counsel must reconcile applicable removal, retention of signed evidence, redaction and any legal hold before operational reliance; encrypted storage alone does not satisfy record-removal duties.

9 Capacity and signature declaration — Select ONE capacity

- ☐ Owner of record
- ☐ Authorized entity representative
- ☐ Attorney-in-fact (power of attorney)

I confirm that I am the owner of record or a legally authorized representative for the identified unit or parcel and that the choices and information above are mine. For condominium electronic notice consent or revocation, the signer must be the owner of record or a person holding a power of attorney executed by that owner; an 'Authorized entity representative' selection alone does not establish that authority. For condominium and cooperative entity owners or representatives, the association must establish authority to act for the owner of record and obtain any required power of attorney or other authority documentation under the applicable chapter, rules and governing documents. I voluntarily agree to use electronic records for this submission and intend my typed full name to be my electronic signature on this completed form. I can instead use the downloadable form and sign it by hand or with my PDF signing software. Signing in verifies my account, not my ownership or voting eligibility; the association must verify any required voting certificate, power of attorney or entity authority.

- ☐ I have read all three pages; my two consent choices are independent and voluntary.
- ☐ I acknowledge the submission and association-review notice, including proper receipt.
- ☐ I confirm the signer-authority and accuracy declaration printed above.
- ☐ Typed signing only: I agree to electronic records and intend my typed full name as my electronic signature, as declared above.

The electronic-signature checkbox is optional if signing by hand or with PDF signing software. The signature box is a text field, not a certificate-based digital signature field.

Signature / typed full name with intent; or hand / software sign

Date signed (MM/DD/YYYY)

10 Save, sign and deliver all three pages

Save, review and sign in a capable PDF reader, or print and sign by hand. Deliver all three pages to the proper association recipient or authorized PHS; retain your copy and obtain confirmation.

PDF checkboxes are independent and permit multiple selections; clear old choices yourself. Staff must request correction of missing or conflicting choices and check required phone information. The PDF Required flag varies by reader; no automatic exclusivity is provided.

Leave unused notice / voting emails blank. This consent intake is not a ballot, secret-ballot waiver or automatic voting enrollment.

Authorized PHS submission: www.prohoas.com/hoa-members/electronic-consent