

INSTRUCTIONS:

1. Owners who own more than one lot may list all their lots on one form unless:
 - a. Their lots do not all have the same legal owners.
 - b. The designated contact will not be the same for all lots owned.
2. Legal owners who want to designate a contact must sign and include their information on the form.
3. Only one designated contact will be accepted per lot.
4. An original notarized copy must be provided to the HOA. *Please be aware that your designated contact will be effective as of the date the HOA receives the original notarized copy of the form.*

Dear Owner(s),

A designated contact is someone whom you are giving the HOA authorization to correspond with and receive copies of everything that you, as the owner, receives from the HOA. If you appoint a designated contact for a lot you own within Spyglass Ridge HOA, Inc. you are still responsible for the payment of annual assessments, fines, fees, special assessments, etc.

Designated contacts remain in effect until the HOA receives, in writing, instruction to remove the designated contact. Both the paperwork to appoint a designated contact and a request to remove a designated contact must be in writing with signatures notarized for the HOA to honor the instruction. All legal lot owners who are choosing to have a designated contact must have a notarized signature.

If you have any questions regarding the designated contact process please contact the Community Association Manager, Jennifer Mangan, either in person at the SGR HOA office located at 2694 Lookout Lane Grand Junction, Co 81503, by phone at (970)424-5600, or email at spyglassridge@gmail.com.

Thank you,
Spyglass Ridge HOA, Inc.
2694 Lookout Lane
Grand Junction, Co 81503
(970)424-5600
spyglassridge@gmail.com
Website: spyglassridge.org

Effective Date: October 11, 2023

LOT #: _____

SGR Lot Address: _____

Property Owners Name: _____

Email: _____

Cell Phone #: _____ Home Phone #: _____

Are there any additional legal owners of this property? **YES / NO**

If yes, please list the additional owner(s) information below
(If more space is required, please attach an additional sheet of paper):

Name: _____

Email: _____

Cell Phone #: _____ Home Phone #: _____

Name: _____

Email: _____

Cell Phone #: _____ Home Phone #: _____

As the legal owner(s) of the lot listed above I understand by signing this form I am giving Spyglass Ridge Homeowners Association, Inc. authorization to correspond, contact, discuss, and include the person whom I am choosing to be a designated contact in all matters relating to my property within Spyglass Ridge HOA. As the legal owner(s) of the property I understand that I am ultimately responsible for ensuring I am in compliance with all SGR HOA covenants, conditions & restrictions, policies, procedures, and all other documents governing the HOA and that I will be responsible for any fines or fees that arise out of violations of any of SGR HOA policies, procedures, and/or specifications found in any governing documents.

Printed Name of Owner: _____

Signature: _____ Date: _____

Printed Name of Owner: _____

Signature: _____ Date: _____

Printed Name of Owner: _____

Signature: _____ Date: _____

Designated Contact:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Is the preferred communication language English: Yes No

If No what is the preferred language to receive communication: _____

Phone Number: _____ 2nd Phone Number: _____

Email: _____

Any Other Relevant Information:
