



THE VINEYARDS AT VISTA SAN JUAN HOMEOWNERS ASSOCIATION I · MONTROSE, COLORADO

Owner Contact Information Form

Required under the Association's Collections Policy

WHY THIS FORM IS REQUIRED: The Association's policies require owners to provide current contact information in writing, including designation of a representative.

SECTION 1 — OWNER & PROPERTY IDENTIFICATION

Owner Full Legal Name:

Co-Owner / Spouse Name:

(if applicable)

Property Address:

SECTION 2 — PREFERRED MAILING ADDRESS

The contact information where you wish to receive all Association correspondence, including certified mail.

Street Address:

City:

State / ZIP:

SECTION 3 — EMAIL ADDRESS

Primary Email:

Secondary Email:

SECTION 4 — TELEPHONE & CELL PHONE NUMBERS

Cell Phone (texts):

Telephone (calls):

SECTION 5 — PREFERRED LANGUAGE FOR NOTICES

Preferred language for all notices and correspondence:

☐ English

☐ Spanish / Español

☐ Other (specify below)

If other, specify:

SECTION 6 — DESIGNATED CONTACT REPRESENTATIVE (Optional)

You may designate a representative to receive notices and correspondence on your behalf (e.g., a property manager, attorney, or family member). This does not release you from any obligation.

Please complete and sign to designate someone as your contact representative.

Representative Name: _____

Relationship / Role: _____

(e.g., property manager, attorney, family member)

Email: _____

Cell or Phone: _____

Address: _____

(if different from owner's)

Owner's Signature: _____

Date: _____

HOW TO RETURN THIS FORM**By Mail:**

The Vineyards at Vista San Juan HOA I
San Juan Bookkeeping
P.O. Box 966
Montrose, CO 81402

By Email:

thevineyardshoa1@gmail.com

In Person:

San Juan Bookkeeping
318 7th Street
Montrose, CO 81401

Questions? Contact thevineyardshoa1@gmail.com

ASSOCIATION USE ONLY

Date Received: _____

Entered in Roster By: _____

Replaces Prior Form Dated: _____