

**WILLOW SPRINGS HOMEOWNERS ASSOCIATION, INC.**

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293

Telephone: (941) 408-8293 Fax: (941) 408-8664 Email: [kcweb@keys-caldwell.com](mailto:kcweb@keys-caldwell.com)

TO: All Unit Owners

FROM: The Board of Directors

RE: Directory Authorization Form

Name: \_\_\_\_\_ (Please print clearly)

Name \_\_\_\_\_ (Please print clearly)

Unit # \_\_\_\_\_

The Board of Directors is creating an Association Directory and Distribution List. Because of new State regulations, if you wish NOT to be included in the Association's directory or on the Association's e-mail distribution list, you must inform the Association by checking the box designated "Do not include my information", sign the form and return it to our office.

**Do not include my information.**

If you wish to be included in the Directory and E-mail lists, please fill in the information section below.

**Please include my information.**

• Mailing Address: \_\_\_\_\_

• Alternate Mailing Address: \_\_\_\_\_

Florida Land Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Cell Phone #1 \_\_\_\_\_ Cell Phone #2 \_\_\_\_\_

• E-Mail Address: \_\_\_\_\_ (Print Clearly)

If you wish to have all Association mailings sent to you electronically, please check the box designated "Send all Association mailing electronically", provided below.

**Send all Association mailing electronically.**

I (We) agree to allow the information provided above to be published in the new Association directory which will be distributed to all residents.

**NOTE: THIS FORM IS NOT TO BE USED AS AN OFFICAL CHANGE OF ADDRESS. REQUESTS ARE TO BE RECEIVED IN WRITING OR EMAIL AT: [kcweb@keys-caldwell.com](mailto:kcweb@keys-caldwell.com).**

Signed: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_