



HEATHER GLEN COMMUNITY SERVICES DISTRICT

Heather Glen Community Services District
PO Box 715
Applegate, CA 95703
(530) 492-0577 | HeatherGlenCSD@gmail.com

Date: June 5, 2026

Subject: Contact Information Confirmation & Transition to Digital Delivery

Dear Property Owner/Resident,

Heather Glen Community Services District is **updating resident contact records** to ensure we can reach households quickly for emergency alerts, service interruptions, billing matters, and other important District communications.

Beginning with the **August 10, 2026 billing cycle**, the District will transition to **electronic invoice delivery** to improve reliability, reduce mailing delays, and lower administrative costs. Residents who prefer to continue receiving paper invoices by mail may opt out below.

Please complete and return this form by August 1, 2026, even if you are opting out of electronic billing.

REQUIRED – Contact Information Confirmation

Please provide the following information for District account confirmation:

Service Address: _____

Owner Name(s): _____

Renter Name(s), if applicable: _____

Email Address(es): _____

Phone Number(s): _____

REQUIRED – Digital Delivery Preference

Please select one.

I agree to receive District communications electronically at the email address(es) provided, including invoices, account notices, the annual Consumer Confidence Report, emergency notifications, service updates, and other official District communications.

I prefer to receive invoices and routine District communications by mail. I understand the District may still use the contact information provided for emergency notifications, urgent service-related notices, legally required notices, or other time-sensitive District communications.

Residents who do not opt out before the August 10, 2026 billing cycle will be enrolled in electronic billing for routine invoices and account notices.



HEATHER GLEN COMMUNITY SERVICES DISTRICT

Consent & Privacy Notice

By submitting this form, you authorize HGCS D to use the contact information provided for official District communications, including billing and account notices, emergency notifications, service interruption notices, the annual Consumer Confidence Report, public notices, and other District-related communications.

Consent for electronic billing delivery is provided pursuant to the federal Electronic Signatures in Global and National Commerce Act (ESIGN Act) and the California Uniform Electronic Transactions Act (UETA). Residents may update their contact information, change their billing delivery preference, request a paper copy of the annual Consumer Confidence Report, or withdraw consent for routine electronic delivery at any time by contacting the District.

HGCS D does not sell resident information and does not share resident contact information except as necessary for official District business or as otherwise required by law. The District implements reasonable safeguards to protect personal information. HGCS D's full Privacy Policy is available at www.hgcsd.net/district-policies.

Return Instructions

Please return this completed form **by August 1, 2026**, using one of the following methods:

Email: HeatherGlenCSD@gmail.com

Mail: PO Box 715, Applegate, CA 95703

Dropbox: Corner of Heather Glen Drive & Dunvegan Drive

Accessibility & Assistance

If you need assistance completing this form or require an alternate format, please contact the District at (530) 492-0577.

Thank you for helping the District maintain accurate records and improve service for the community.

Sincerely,

Rachel Rose

General Manager & Board Secretary
Heather Glen Community Services District