



Date

# Homeowners Association Signature Card

**BOX 1: Community Management Company (Agent)**

**BOX 2: Association**  
Name:  
Physical Address (No PO Box):  
Phone:

**Signer 1**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
City, State, Zip:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Signer 2**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
City, State, Zip:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Signer 3**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
City, State, Zip:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Signer 4**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
City, State, Zip:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Signer 5**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
City, State, Zip:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Signer 6**  Send Statement(s)<sup>1</sup>  
X  
Name:  
Address:  
Phone (optional)<sup>2</sup>:  
Email (optional):

**Backup Withholding Certification**  
TIN:  
I certify under penalty of perjury that the number shown above is the correct taxpayer identification number and the Association is not subject to backup withholding either because the Association has not been notified that it is subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified the Association that it is no longer subject to back up withholding.  
X

The authorized individuals signing this Signature Card agree that the Association's Accounts, whether opened concurrently with the execution of this Agreement or at a future date, with Bank of Nevada, Western Alliance Bank, and/or Torrey Pines Bank (each a "Bank") will be governed by the terms set forth in the Deposit Agreement and Disclosures, Wire Transfer and Fund Transfer agreement and other applicable account documents, as amended from time to time. A copy of the applicable account documents can be obtained online at www.aafin.com. The authorized individuals also acknowledge that they have received at least one copy of these account documents.

### SECRETARY'S CERTIFICATE

I, \_\_\_\_\_ (name - **required**), certify that I am Secretary/Clerk of the Association, organized under the laws of \_\_\_\_\_ (state - **required**); and that the resolutions included in this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date - **required**). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

This signature card is the signature card contemplated by the following resolutions. Any Signer listed in this document is authorized to open any deposit or share account(s) in the name of the Association and to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Bank. Such authority shall remain in place until it is revoked by the Association giving written notice to the Bank signed by authorized officers of the Association.

I further certify that the Association has, and at the time of adoption of the resolutions below, full power and lawful authority to adopt the resolutions and to confer the powers granted above to the persons named.

X \_\_\_\_\_  
(Secretary)

**The Association named on this resolution resolves that,**  
(1) The Company named in Box 1 of this Signature Card, the management company ("Agent") of this Association, is authorized to open and/or maintain Association accounts with Bank of Nevada, Western Alliance Bank, and/or Torrey Pines Bank (each a "Bank") through Alliance Association Financial Services, a division of Bank of Nevada. Each Bank is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution. The Company named in Box 1 is designated as the Association's Agent as of the date of this resolution, and is authorized to complete agreements for special handling services on behalf of the Association, including, but not limited to, courier services, funds transfer authorizations and lockbox services. Payment of costs

and/or fees, if any, for such services is a matter of negotiation between the Association and the named representative.

- (2) The Association understands and acknowledges that each of the Banks is FDIC insured, but that total FDIC insurance coverage for the Association will be determined by the amount of funds the Association holds in each Bank where the Association has an account. No additional FDIC insurance is provided by the Alliance Association Financial Services division.
- (3) This resolution shall continue to be in effect until the Bank receives express written notice of its rescission or modification from the Association and the Bank acknowledges the receipt of such notice. All prior resolutions adopted by the Association, and certified to the Bank as governing the operation of the Association's accounts, are in full force and effect until the Bank receives and acknowledges an express written notice of the revocation, modification or replacement of a prior resolution. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Bank, establishing the authority for the changes.
- (4) The signature of an authorized individual on the Alliance Association Financial Services Homeowners Association Signature Card ("Signer") is conclusive evidence of the Signer's authority to act on behalf of the Association. Any Signer, so long as they act in a representative capacity of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Bank, subject to any restriction in this resolution or otherwise agreed to in writing.
- (5) If Association requires two or more signatures on checks, that requirement is for purposes of the Association's internal control and the Bank is not obligated to verify compliance with such policy and shall be held harmless by Association for any breach or other non-compliance with such policy.
- (6) Authorized Signers for the Association may be added or deleted only upon the written authorization of any two authorized Signers other than Signers being added or deleted, and by written confirmation from Bank that that written authorization has been received.
- (7) All transactions with the Bank, including but limited to deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (8) The Association agrees to the terms and conditions of any account agreement, properly opened by a Signer of the Association at any of the Banks. The Association authorizes the Bank, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Bank, so long as they contain the required number of signature for this purpose.
- (9) The Association acknowledges and agrees that the Bank may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Bank, personal identification numbers (Pin), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Bank from time to time) the Bank is authorized to treat the facsimile signature as the signature of the Signer(s) regardless of by who or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Bank shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- (10) The Bank may provide information relating to account status and activity to the Association's Agent which in the reasonable judgment of the Bank is acting in such capacity for certain account activity and transactions including, but not limited to, placement of stop payment orders, transfer of funds between accounts of the Association at the Bank and disposition of proceeds from matured certificates of deposit. Instructions for disposition of proceeds from matured certificates of deposit will be limited to rollover or renewal, deposit of proceeds to another account of the Association or remittance by cashier's check payable to the Association.
- (11) Association's Agent is authorized to receive and review bank statements on behalf of the Association. Monthly bank statements may be received via email.
- (12) Association will promptly report to Bank, in writing, the dismissal or termination of Association's Agent. Association will also promptly report to Bank, in writing, any breach of confidentiality of any security procedures.
- (13) Bank is responsible only for the use of ordinary care in the receipt and action upon instruction received from the Association's Agent or Signers, who the Bank believes in its reasonable judgment is acting in such capacity. Association agrees to indemnify and hold harmless and defend Bank from and against any and all actions, claims, demands, liability, loss, damages, or expenses of any nature including interest costs and attorneys' fees which may arise out of or in connection with any action taken pursuant to these resolutions, other than resulting from the gross negligence or intentional misconduct of the Bank.

## USA PATRIOT ACT NOTICE

*IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT — To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.*

<sup>1</sup> A \$10.00 statement fee will be charged for additional statements.

<sup>2</sup> Please include a phone number for *Wire Callback* if you will be submitting/signing wires.