

ARCHITECTURAL GUIDELINES

INTRODUCTION

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MISSION STATEMENT

The mission and/or role of the Architectural Committee is to execute the guidelines and specifications on improvements and maintenance of our community to ensure that our home and our roof mate's home share a common theme and that all homes blend in with the entire community as directed by the Declaration of Covenants and Restrictions for the Fairview Subdivision dated October 17, 1986.

Before any Architectural Guideline Revisions are approved by the Board, the Board will submit the Updated Architectural Guidelines to the homeowners for their comments and invite all homeowners to a review meeting. The Board of Directors and the Architectural Review Committee are committed to the common theme and maintenance of the Fairview Subdivision within the limits of the Declaration of Covenants and Restrictions.

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ARCHITECTURAL REVIEW COMMITTEE (ARC) RESPONSIBILITIES

The ARC members will have a two-year term with the exception of the first ARC committee as one member will serve a three-year term to create continuity. ARC members will have the option of volunteering again if no homeowner volunteers to replace a sitting member on the ARC whose term is ending. The Board of Directors will then review potential owners who want to serve and will appoint 3 non-board homeowners to serve on the committee as defined in the Covenants. A board member will be appointed to serve on the Committee only if the ARC cannot be established with 3 non-board homeowners. If the ARC cannot be formed or is abandoned once established due to a lack of community participation, the Board of Directors will assume the responsibility of the Architectural Committee. If a non-board homeowner wants to serve when board members are seated on the ARC then the homeowners may be appointed to serve and currently seated Board members will then be replaced.

It is the intention of the Board to have this Committee be totally autonomous with homeowners not currently serving on the Board. The Declaration of Covenants gives the ARC the exclusive power and discretion of making architectural request decisions.

Responsibilities will include:

- The ARC will review all requests and required documentation to verify adherence to the Architectural Guidelines and Covenants.
- All requests will be approved or denied within 10 business days after the receipt of a completed application.
- The ARC will be consistent in approving/denying requests.
- The ARC will review on an as needed basis requests that are not currently covered in the Architectural Guidelines or Covenants.
- Before denying a request, it is the goal of the ARC to meet with the homeowner to see if they can find a solution which is agreeable to both parties in order to approve the request.
- The ARC will notify the BOD of architectural request decisions.
- The ARC and our Property Manager will monitor the community for areas that need homeowner attention.

COMMON THEME is defined as: something which is common or is found in large numbers or happens often and the Declaration of Covenants states in Article 4 Section 1 "...each lot shall present an attractive and pleasing appearance from all sides of view." For example, our homes have a common theme with paint colors which are neutral or pastel in color: white, beige, light gray, pale coral; roofs are concrete tile or an aluminum tile that looks like concrete tile; yards are grass; landscaping is contained in edged garden beds with a white border and white or light beige rock as the prominent ground cover with no artificial plantings.

ABBREVIATIONS: Architectural Review Committee (ARC) Board of Directors (BOD)
Hillsborough County (HC) Florida (FL) Declaration of Covenants (Covenants)

IMPORTANT: If an area to the outside of the homeowner's home is not listed in the Table of Areas Summary on Page 3 but may be listed or not listed in the Covenants, an Architectural Request for Approval Form must be submitted with all supporting documentation to the ARC for possible approval as the default for this unidentified area is "Denied".

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TABLE OF AREAS IN DETAIL

Area	
Air Conditioner Split System	<p>An Architectural Request for Approval Form must be submitted with a picture of the split system being requested to be installed. The split system must be located on the side or rear of the property and not disturb your roof mate. The split system must be installed by a licensed contractor with HC Permits.</p> <p>Window units or wall units are not classified as a split system and are not allowed.</p>
Artificial Turf or Rock Lawns	Artificial turf or rock lawns are not permitted.
Awnings	An Architectural Request for Approval Form must be submitted with a picture of the awning and the fabric to be used. An awning is defined as a retractable patio cover on the rear of the home which is compatible or compliments the outside color of the home.
Concrete Patios	<p>An Architectural Request for Approval Form must be submitted with a diagram of the concrete patio to allow the ARC to review that it does not encroach on a neighbor's lot, privacy or view and will not disturb drainage swales which help prevent flooding.</p> <p>It is the homeowner's responsibility to make sure the setbacks are correct for the concrete patio, swales are not disturbed to prevent flooding, DO NOT DIG is called to mark utility lines, irrigation lines may need to be moved to ensure adequate watering coverage for the lawns and to replace grass where it was disturbed.</p>
Decorative Shutters	An Architectural Request for Approval Form is required from both homeowners with a picture and color sample of the shutter as the homes must match and be done at the same time.
Driveway	<p>An Architectural Request for Approval Form is required.</p> <p>If painting or staining, please attach a color sample of the driveway paint or stain as it should compliment or be compatible to the home's body or trim color.</p> <p>Pavers and concrete texturing require approval with a picture of the paver or color sample or picture of concrete texture which compliment or is compatible to the outside color of the home..</p>
Extended Room Enclosure on Back of Home	<p>An Architectural Request for Approval Form must be submitted with the proposed dimensions and location of the structure. If approved, the homeowner is responsible for the HC permitting requirements. Landscaping must be returned to the original condition.</p> <p>If the home's extension enclosure is not concrete block and stucco, the room must be complimentary or compatible to the body color of the home and the extension enclosure must have glass windows.</p> <p>If the home's extension enclosure is concrete block and stucco, the roof must match the current roof of their home, tie into the existing home and the paint color must match the existing paint color for the body and trim.</p>
Exterior Painting – Walls/Trim	If the homeowner and roof mate are painting the duplex the same existing color, an Architectural Request for Approval Form is not required and can be

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Area	
Exterior Painting – Walls/Trim (continued)	<p>Painted at different times.</p> <p>If roofmates want to change the base and/or trim color of their homes, an Architectural Request for Approval Form is required from both homeowners and paint samples must be attached. The painting must be done at the same time.</p>
Fences	<p>Above ground fencing is not allowed.</p> <p>An Architectural Request for Approval Form must be submitted for an invisible type fence and the landscaping must be returned to its original condition.</p>
Flags and Flag Poles	<p>An Architectural Request for Approval Form is not required and poles must be installed in an edged bed. If a new bed is being installed, please refer to the guideline area, Landscape Bushes, Trees and Planting Beds.</p> <p>The Florida Statute Section 720.304(2)(b) regulates flags which are flown from freestanding flagpoles. This law provides as follows:</p> <ol style="list-style-type: none"> 1. Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of their property, so long as the flagpole is not within or upon an easement and does not obstruct sightlines at intersections. 2. The homeowner may display in a respectful manner from that flagpole: <ol style="list-style-type: none"> a. One official United States flag, not larger than 4.5 feet by 6 feet in size b. One official State of Florida flag or one official flag representing the United States Army, Navy, Air Force, Marines, or Coast Guard or a POW-MIA flag may be flown and must be equal in size or smaller than the United States flag. 3. The flagpole and display are also subject to all applicable building codes, zoning setbacks and must be located in an edged planting bed. <p>As with Section 720.304(2)(a), the display of Armed Forces Flags is not limited to certain holidays.</p> <p>To display a flag at night it must be illuminated and must not disturb the neighbors. If a light is not installed, the flag must be taken down at night.</p> <p>A portable flagpole may be attached to the main house so that a U.S. flag may be flown and must be illuminated if flown at night.</p>
Front Doors	<p>An Architectural Request for Approval Form is not required. Color must blend or be an accent color with the base color and trim color.</p>
Garage Doors	<p>An Architectural Request for Approval Form is not required. Garage doors should resemble the original door and the color must be the same as their roof mate. If possible, the windows should match the same tier as your roof mates.</p>
Garage Screens	<p>An Architectural Request for Approval Form is not required.</p>
Garbage/Recycle/Yard Waste	<p>Homeowners are to comply with HC's Solid Waste Regulations regarding curbside collection and placement of containers and yard waste. All containers should be stored in the garage until they are put at the curbside for collection. A large amount of yard waste should not be brought to the curb until the night before scheduled curbside collection.</p>

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Area	
Garden Decorations/ Decorative Planters	There may be up to 6 garden ornaments and 6 decorative planters per each side of the home.
Generator (Gas or Propane) or Temporary Docking Sites	<p>A permanent generator or temporary docking site for a portable generator may be used during power outages only; exhaust and/or noise levels must not be so great as to unduly disturb roof mate or neighbors.</p> <p>A permanent generator or a temporary docking site requires an Architectural Request for Approval Form with a diagram of the generator's or docking site's location. A generator and propane tank must be located on the side or in the rear of the home furthest from the roof mate and be screened from view.</p>
Gutters/Downspouts	An Architectural Request for Approval Form is not required. They must be a color compatible to their house color.
Holiday Decorations	An Architectural Request for Approval Form is not required. All holiday ornaments may be displayed up to 5 weeks prior to a holiday and removed within 2 weeks after a holiday.
Hurricane Shutters	<p>An Architectural Request for Approval Form is required. Hurricane shutters should be complimentary or compatible to the exterior color of the home. The homeowner must submit the type of hurricane shutters being installed.</p> <p>Hurricane shutters are to be used in the event of a hurricane and are not to be used for security purposes. Shutters should be opened/installed and closed/removed 72 hours before or after the storm.</p> <p>State of Florida Hurricane Shutter requirements state homeowners are allowed to install permanent shutters but these cannot be plywood. Also the shutters should be painted such that their color matches the dominant color of the door/window or trim.</p>
Lamppost/Coach Lamp/ Security Lighting/Landscape Lighting	<p>An Architectural Request for Approval Form is not required.</p> <p>Lampposts and lights must be black or bronze in color. Coach lamps must be working at all times from dusk till dawn.</p> <p>Security lighting must have motion sensors, turn on and off automatically and be bronze or black in color. Lights must not disturb neighbors.</p> <p>Landscape lighting should be kept low voltage or solar and must be bronze or black in color.</p>
Lanais, Screen Front Porches, and Cages	<p>An Architectural Request for Approval Form is required for new cage frames and must be bronze, black or white. It is the option of the homeowner to determine the type of roof the cage will have. If a metal roof is being installed, it does not require a screen over the top.</p> <p>When a lanai, screen front porch or cage needs to be removed, the Architectural Request for Approval Form is not required. However, the home and landscaping must be restored to their original condition.</p>
Landscape Bushes, Trees and Planting Beds	All weeds, flowers, bushes and fruit trees within the edged beds are the homeowner's responsibility and must be maintained. An Architectural Request for Approval Form is required for new planting beds which must have grassy areas at least 8' wide between existing planting beds for lawn mowing.

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Area	
Landscape Bushes, Trees and Planting Beds (continued)	<p>Replacing the existing edging with the same material and color does not require approval.</p> <p>An Architectural Request for Approval Form is required if replacing all the existing edging. All the edging for the home must be replaced at the same time. All new exterior edging and/or replacement edging must be popcorn or extruded concrete with similar popcorn dimensions. Edging will continue to be white if it joins the roof mates edging unless the roof mate is changing their edging at the same time, then the color may be changed to a neutral color.</p> <p>All edged beds must have white or a light natural stone within the beds.</p>
Motor Homes, Travel Trailers	<p>Hillsborough County Code Enforcement states that Motor homes and travel trailers can be parked up to 24 hours on the street but not on the sidewalk for loading and unloading only. The homeowner needs to make sure that the motor home or trailer is not obstructing an emergency vehicle's right of way. In addition, RV's must be operable and must be parked a minimum of 30' from a stop sign, 20' from a fire hydrant, 10' from another vehicle, and not parked on a sidewalk or blocking the road.</p>
Out Buildings	<p>Are not allowed.</p>
Rain Barrels/Cisterns	<p>An Architectural Request for Approval Form must be submitted along with a diagram of where the rain barrel will be placed and how it is going to be hidden. It must be a commercial rain barrel or food grade quality. Rain barrels must be set directly under downspout with downspout feeding directly into the barrel. Barrels need to be strapped or anchored down. The opening must be hidden from view of neighbors as much as possible with landscaping, and be painted to match the house color. Rain barrels should be drained and cleaned every 6 months.</p> <p>Please cover when not in use to avoid mosquitoes or a mass of algae forming a green film on the surface of stagnant water.</p>
Roofs	<p>An Architectural Request for Approval Form must be submitted with a sample/picture of the tile and color. If only one homeowner is replacing their roof, it must closely match the existing roof color and a sample of the tile will be required to ensure it is a close match. When the second homeowner needs to replace their roof, the second homeowner must match the first roof mates.</p> <p>If both homeowners are replacing their roofs, they may choose a new color which must be complimentary to the duplex's base color and trim. The new roof must be a concrete tile or a newer composite that looks the same as concrete tile. Both homeowners will need to submit an Architectural Request for Approval Form submitting the same contractor, type/style of tile, and color sample/picture.</p>
Satellite Dishes	<p>Satellite dishes are required to be installed either on the side of the building or within a planting bed on the side or rear of the home. If the satellite dish needs to be installed on the lawn then the edging must meet the guidelines in Landscape Bushes, Trees and Planting Beds.</p>

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Area	
Signs and Banners	<p>One real estate sign is allowed during the time a home is for sale.</p> <p>A contractor may place a sign in the yard while work is taking place. It must be removed when workers have left for the day or when there is a delay.</p> <p>No political endorsement, political statement, logo or image shall be allowed on a sign, poster, plaque, banner, wall hanging, flag or other item on the property or on any side of the home.</p>
Solar Panels/Power Cells	An Architectural Request for Approval Form is not required.
Swimming Pools, Hot Tubs, or Swim Spas	An Architectural Request for Approval Form is required with a diagram of the screen enclosure, pool, hot tub or swim spa, and all separate equipment, tanks, and child proof pool fencing to be installed must be shielded from view and not disturb neighbors. No above ground swimming pools are allowed. All landscaping and lawns must be returned to their original condition.
Trees - New/Removal/Pruning	<p>An Architectural Request for Approval Form must be submitted for new trees not replacements. DO NOT DIG should be called if it is not being planted in an existing bed to ensure that utility lines are not cut. All new and existing trees must be in an edged bed. If a new edged bed is needed, the bed must meet the guidelines in Landscape Bushes, Trees and Planting Beds.</p> <p>If trees are to be removed, the homeowner must check with HC as we live in unincorporated HC. Please go to; Hillsborough County - Trees Exempt from Tree Removal Permits to see if the tree you want to remove is on the list or call 813 627-1300 as a Tree Removal Permit may be required.</p> <p>All large deciduous trees should be trimmed and thinned if necessary prior to hurricane season as it can be a problem to clean up after the storm. .</p> <p>Palm trees should be trimmed prior to hurricane season and dead and excessive fronds should be removed as well as pods as the palm tree can become top causing it to come down and cause extensive damage as well as the loss of the tree.</p> <p>Fruit trees cannot be planted in the front of a home or on the side of a home which borders a street.</p>
Windows	An Architectural Request for Approval Form is not required for replacement windows as long as they are a size for size replacement and the frame is either bronze or white. Each homeowner can choose the window style: double hung or sliding and whether they want all white or bronze.

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REQUEST FOR INFORMATION OR APPROVAL PROCESS

The ARC will meet as needed to help homeowners with information they may need or questions they may have prior to starting a project or submitting their project request for approval.

Please consult the Architectural Guidelines **TABLE OF AREAS SUMMARY** to find the area you are contemplating and then review the area details. In addition, review the request for information or approval process and the Declaration of Covenants if the project you want to undertake is not listed in the table or you cannot find it in the Declaration of Covenants.

If it is not listed in either document, please submit a request for information to the committee to review the project for this unidentified project area as the default is "Denied". It is the goal of the ARC to meet with the homeowner and determine if the project requested should be included in the guidelines as the guidelines are changing as new products come to market.

REQUEST FOR INFORMATION PROCESS

STEP	DETAIL
1	Print out the Architectural Request for Information and Approval Form by going to www.fairviewpoa.com Scroll down to the bottom of the page. Click on Architectural Forms. Click on Architectural Application. Click on the printer icon in the right hand corner and print the form.
2	Put an X in the space next to Request for Information, fill in your name, address, telephone number and email address. In Request, tell us about the type of project you want to do or any questions. Mail or email the form to the Property Manager listed on the Architectural Request for Approval Form.
3	<p>The Request for Information will be logged in by the Property Manager and forwarded to the committee.</p> <p>The homeowner will be contacted by a team member who will either discuss the request via phone or schedule a meeting with the committee based on the complexity of the request.</p> <p>After discussing the request with a homeowner, a note will be created by the team member regarding what was discussed and the request will be logged as completed.</p>

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REQUEST FOR APPROVAL PROCESS

STEP	DETAIL
1	Print out the Architectural Request for Information and Approval Form by going to www.fairviewpoa.com . Scroll down to the bottom of the page. Click on Architectural Forms. Click on Architectural Application. Click on the printer icon in the right hand corner and print the form.
2	Put an X in the space next to Request for Approval, fill in your name, address, email address and phone number, the contractors name (if known), any optional contractor information and in the Request area fill in the type of project you want to do. Review the guideline details for any documents to be included. Mail or email the form and any additional documents to the Property Manager listed on the Architectural Request for Information and Approval Form. If email or mail is not viable, call the Property Manager.
3	The Request for Approval will be logged in by the Property Manager and forwarded to the committee. The homeowner will be contacted by a team member who will either discuss their request via phone or schedule a meeting with the committee based on the complexity of the request.
4	<p>The committee will meet with or without the homeowner or via phone to discuss the request and will make a decision to approve, request additional information, or contact the homeowner if they are not present at the meeting.</p> <p>If the request is approved, the request will be marked Approved, the Date Approved logged, and forwarded to the Property Manager to mail or email to the homeowner and the board. The approved request will be filed.</p>
5	<p>If additional information is required, the homeowner will be notified by phone what additional information is required and the additional information will be checked, page 2 will contain the information needed, and the request will be sent to the Property Manager who will mail or email the request to the homeowner and the date sent to homeowner will be logged.</p> <p>When the additional information is received from the homeowner, the date received will be logged by the Property Manager and the request and the additional information will be forwarded to the committee.</p> <p>The committee will meet in person to review the information received and will make a decision to approve, contact the homeowner or request more information if needed. If it is approved, the request will be amended as approved and the Date Approved will be logged.</p> <p>The Approved Amended Request will be forwarded to the Property Manager who will mail or email the homeowner. The Amended Approval will be filed. If the information submitted is not complete, another request will be made to the homeowner.</p>
6	<p>Before denying a Request for Approval, the ARC will arrange a meeting with the homeowner to try to find a solution which is agreeable to both the ARC and the homeowner.</p> <p>If a request cannot be approved, the request will be marked Denied and the reason for denial will be noted and dated. The denied request will be forwarded to the Property Manager who will mail or email the homeowner with the decision and will file the request with all supporting documentation.</p>
7	All decisions will be sent to the Board of Directors.
IMPORTANT	Approval does not waive permitting requirements by any government agency. Work cannot begin until your request has been approved by the ARC.

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ARCHITECTURAL REQUEST FOR APPROVAL OR INFORMATION FORM:

PAGE 1 to be completed by Owner

FAIRVIEW PROPERTY OWNERS ASSOCIATION INC. ARCHITECTURAL REQUEST FOR APPROVAL OR INFORMATION FORM

PLEASE CHECK ONE: REQUEST FOR INFORMATION: _____ REQUEST FOR APPROVAL: _____	REQUEST # _____ <small>TO BE ASSIGNED BY FAIRVIEW POA</small>
--	--

HOMEOWNER	
ADDRESS	
TELEPHONE () _____ - _____	EMAIL _____

CONTRACTOR NAME <small>(If known)</small>	
CONTACT (optional)	
ADDRESS (optional)	
TELEPHONE (optional) () _____ - _____	EMAIL _____

REQUEST: _____

Estimated Start Date: _____ Estimated Completion Date: _____ No. of Attachments: _____

APPLICATION HAS BEEN: APPROVED: _____ DENIED: _____ ADDITIONAL INFO REQUIRED: _____
 See Page 2 for the Architectural Review Committee signed Decision for Approval or Denial.

_____ Homeowner's Signature _____ Date

Before a project is started, this Application must be approved by the ARC. If it is conditional, additional information is required. The owner or contractor must submit the required information to the Architectural Review Committee for approval.

PLEASE NOTE: Approval does not waive permitting requirements by any governmental authority.

Please mail/email all paperwork to:
 Communities First Association Management LLC
 PO Box 6183, Sun City Center, FL 33571

If you have any questions, please contact:
 The Fairview Property Manager at
info@CFirstAM.com or 813 333-1047

FOR INTERNAL USE ONLY:	
DATE REQUEST RECEIVED	DATE SENT TO ARC
DATE MET WITH HOMEOWNER (OPTIONAL)	DATE APPROVED, DENIED, OR REQUEST COMPLETED
DATE SENT TO HOMEOWNER FOR ADDITIONAL INFO	DATE RECEIVED INFO BACK FROM HOMEOWNER

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ARCHITECTURAL REQUEST FOR APPROVAL OR INFORMATION FORM:

PAGE 2 is for ARC Internal Use Only. It allows us to document what additional information we may need, why the request was denied and the solutions that were not acceptable to either side, and for informational notes.

FAIRVIEW PROPERTY OWNERS ASSOCIATION INC. ARCHITECTURAL REQUEST FOR APPROVAL OR INFORMATION FORM

PLEASE CHECK ONE: REQUEST FOR INFORMATION: _____ REQUEST FOR APPROVAL: _____	REQUEST # TO BE ASSIGNED BY FAIRVIEW PO
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CONDITIONAL INFORMATION NEEDED; WHY DENIED; OR NOTES
(FOR POA INTERNAL USE ONLY)

THE ARCHITECTURAL REVIEW COMMITTEE DECISION: APPROVED _____ DENIED _____

DATE: _____

DATE: _____

DATE: _____

ARCHITECTURAL GUIDELINES
DECLARATION OF COVENANTS

The Declaration of Covenants can be found in the www.fairviewpoa.com website.

If you would like to read or print out the Declaration pages pertaining to the Architectural Restrictions and the Roles of the BOD and ARC:

- . Click on Corporate Documents.
- . Click on 3. Declaration of Covenants.
- . Scroll down to pages 5 thru 11 which deal with the Architectural Restrictions and the Roles of the Board of Directors and the Architectural Review Committee.
- . To print these Covenant pages, click in the right hand corner on the printer icon.
- . Click under "Pages", the button next to e.g. and in the box e.g., type in 5-11. Then click on "Print" and pages 5-11 should print on your printer.

If you are having a problem printing the pages, please contact the property manager and ask them to send you pages 5-11 via email.