

**BELLE TERRA HOMEOWNERS ASSOCIATION  
SEQUOIA MANAGEMENT OWNER DIRECTORY FORM**

In the past, we have experienced emergency situations, which have made us aware of the critical need for a current list of names and telephone numbers of owners and renters at each community. Please fill out the form below and return it to Sequoia Management Company, Inc. so that we may have this information on file. This information is not for publication; it will only be used by Sequoia Management Company, Inc. and the Association to contact you.

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OWNER(S) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (IF OTHER THAN HOME ADDRESS):  
\_\_\_\_\_

PHONE NUMBERS:  
HOME \_\_\_\_\_ CELL \_\_\_\_\_ EMERGENCY \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TENANT INFORMATION (IF APPLICABLE)  
  
NAME(S): \_\_\_\_\_

PHONE NUMBERS:  
HOME \_\_\_\_\_ CELL \_\_\_\_\_ EMERGENCY \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please check any of the following boxes below if you are interested in volunteering for a committee. You will receive information regarding that committee at the e-mail address you provide above.

- Neighborhood Watch Committee
- Beautification Committee

**PLEASE SEND TO:**  
**Shannon Cook**  
**Sequoia Management Company, Inc.**  
**13998 Parkeast Circle**  
**Chantilly, VA 20151**  
**Fax (703) 968-0936**  
[Shannon@sequoiamgmt.com](mailto:Shannon@sequoiamgmt.com)