

***ANNUAL BUDGET REPORT – 30 to 90 Days Before End of Fiscal Year**

The Pro Forma Budget or Summary of the Pro Forma Budget	\$5300(b)(1)
Summary of Association Reserves	\$5300(b)(2); \$5565
Summary of the Reserve Funding Plan	\$5300(b)(3); \$5550 (b)(5)
Statement of Any Board Decision to Defer or Not Undertake Certain Component Repairs	\$5300(b)(4)
Statement of Any Anticipated Special Assessments	\$5300(b)(5)
Statement of Method(s) of Reserve Funding	\$5300(b)(6)
Statement Outlining Procedure Used to Calculate Reserves	\$5300(b)(7); \$5570(b)(4)
Association Loan Disclosure	\$5300(b)(8)
Summary of Specified Insurance Coverages	\$5300(b)(9)
Statement of FHA-approved status - Condominium Projects only (Effective 7/1/2016)	\$5300(b)(10)
Statement of VA-approved status - Condominium Projects only (Effective 7/1/2016)	\$5300(b)(11)
Assessment and Reserve Fund Disclosure Summary – Form	\$5300(e); \$5570

***ANNUAL POLICY STATEMENT – 30 to 90 Days Before End of Fiscal Year**

Name and Address of Person Designated to Receive Official Communications to the Association	\$5310(a)(1); \$4035
Notice of Right to Submit Secondary Address for Annual Disclosures and Collection Notices	\$5130(a)(2); \$4040(b)
Notice of Location, if any, Designated for Posting General Notices	\$5310(a)(3); \$4045
Notice of Right to Receive General Notices by Individual Delivery Upon Request	\$5310(a)(4); \$4045(b)
Notice of Right to Receive Minutes of Board Meetings	\$5310(a)(5); \$4950(b)
Notice of Collection Rights & Duties – Form	\$5310(a)(6); \$5730
Assessment Collection Policy	\$5310(a)(7)
Discipline Policy, If Any, Including Schedule of Fines (“Fine Policy”)	\$5310(a)(8); \$5850
Dispute Resolution Summary (“Meet and Confer” and Alternative Dispute Resolution)	\$5310(a)(9); \$5920; \$5965
Architectural Guidelines and Procedures	\$5310(a)(10); \$4765(c)
Mailing Address for Overnight Payment of Assessments	\$5310(a)(11); \$5655(c)

***NOTE:** These disclosures may alternatively be made in summary, generally describing their contents. Such a summary, if provided in lieu of complete reports, must include a notice, in 10-point boldface type on the first page, advising members how to request complete report(s) at no cost.

ADDITIONAL FINANCIAL DISCLOSURES

Use of Reserve Funds	By General Notice After Decision	\$5520
Intent to Borrow From Reserves	In General Notice of Board Meeting	\$5515(a)
Intent to Postpone Repayment of Borrowed Reserves	Within 1 Year of Decision to Borrow, in General Notice of Board Meeting	\$5515(d)
Review of Financial Statement	Within 120 Days After Close of Fiscal Year	\$5305
Notice of Special Assessment or Increase in Regular Assessments	Not less than 30 Days and Not More Than 60 Days Before Due	\$5615

DOCUMENTS TO SELLERS AND MEMBERS / OTHER

Disclosures to Sellers (Documents/Pricing Form)	Within 10 Days of Receiving Written Request	\$4525; \$4530
Statement of Non-Incorporation	If Applicable, With Disclosure to Sellers	\$4525(a)(1)
Notice of Age Restrictions	If Applicable, With Disclosure to Sellers	\$4525(a)(2)
Notice of Rental Restrictions	If Applicable, With Disclosure to Sellers	\$4525(a)(9)
Statement Regarding Discriminatory Covenants - Form	When Providing Any Governing Document	Gov’t Code §12956.1

ARCHITECTURAL CONTROLS / RULE-MAKING

Architectural Guidelines and Procedures	In Annual Policy Statement	\$4765(c); \$5310(a)(10)
Notice of Right to Reconsideration of Denied Application, If Decision Not Made By Board	With Written Denial	\$4765(a)(5)
Notice of Intent to Make Certain Rules Changes	By General Notice, At Least 30 Days Prior to Board Adoption; Emergency Rules Excepted	\$4360(a)&(d)
Notice of Adoption of Certain Rule Changes	Provided by General Notice, Not More Than 15 Days After Adoption	\$4360(c)

MEMBER ADDRESSES		
Solicit member addresses	Annually, arguably 60 to 90 days before Annual Budget Report is issued	§4041(b)
MEETINGS		
Notice and Agenda of Open Board Meetings	By General Notice, At Least 4 Days Prior to Board Meeting	§4920(a); §4930
Notice of Emergency Board Meeting	No Notice Required	§4920(b)(1)
Notice and Agenda of Executive Session Meeting	By General Notice, At Least 2 Days Prior to Board Meeting	§4920(b)(2); §4930
Notice of Right to Receive Minutes of Board Meetings	In Annual Policy Statement	§4950; §5310(a)(5)
Notice of Intent to Make Certain Rules Changes	By General Notice, At Least 30 Days Prior to Board Adoption	§4360(a)
Notice to Member of Board Meeting to Consider Imposing Discipline	By Individual Delivery, At Least 10 Days Prior to Board Meeting	§5855(a)
MEMBER DISCIPLINE / DISPUTE RESOLUTION		
Enforcement Policy, If Any, Including Schedule of Monetary Penalties ("Fine Policy")	In Annual Policy Statement	§5850
Notice to Member of Board Meeting to Consider Imposing Discipline	By Individual Delivery, At Least 10 Days Prior to Board Meeting	§5855(a)
Notice to Member of Discipline Imposed	By Individual Delivery, Not More Than 15 Days After Decision	§5855(c)
Alternative Dispute Resolution Rights Summary	In Annual Policy Statement	§5310(a)(9); §5965
Internal Dispute Resolution ("Meet-and-Confer") Program Summary	In Annual Policy Statement	§5310(a)(9); §5920
LIENS / COLLECTIONS		
Notice of Right to Submit Secondary Address For Collection Notices	In Annual Policy Statement	§5130(a)(2)
Pre-Lien Notice	At Least 30 Days Before Recording Lien	§5660
Assessment Collection Policy	In Annual Policy Statement / With Pre-Lien Notice	§5310(a)(7); §5660(a)
Notice of Right to Inspect Financial Records	With Pre-Lien Notice	§5660(a)
Notice of Right to Meet with Board to Discuss Delinquent Assessment Payment Plan	With Pre-Lien Notice	§5660(d)
Notice of Right to Dispute Assessment Debt by "Meet and Confer"	With Pre-Lien Notice	§5660(e)
Notice of Right to Request Post-Lien ADR	With Pre-Lien Notice	§5660(f)
INSURANCE		
Summary of Specified Insurance Coverages	In Annual Budget Report	§5300(b)(9)
CONSTRUCTION DEFECTS		
Notice of Construction Defect Litigation	30 Days Before Suit is Filed	§6150
Notice of Construction Defect Resolution / Repair Plan and Timeline	As Soon as Reasonably Practicable After Resolution	§6100
Receipt / Expenditure of Construction Defect Award / Settlement Monies	In Annual Budget Report or Year-End Review of Financial Statement	§5565(b)(3)
CORPORATE DISCLOSURES		
Statement of Officers' Names, Addresses / Agent for Service of Process	File Every Other Year, Up to Five Months Prior to Anniversary Date of Initial Filing	Corp. Code §8210
Registry / Statement of CID Association	File with Secretary of State Every Other Year, with Statement of Officers' Names, etc. / Within 60 Days of Change in On-Site or Management Address	§5405

***NOTE:** This checklist applies only to mixed-use and residential common interest developments.