

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

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|---|-----------------------------|
| 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) |
| Copy of Completed "Charges for Documents Provided" Disclosure Form | \$5300(b)(12); \$4528 |
| Assessment and Reserve Fund Disclosure Summary – Form | \$5300(e); \$5570 |

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

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|---|------------------------------|
| 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

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| 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

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|---|---|---------------------|
| 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

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|---|---|--------------------------|
| 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.