

YEAR END DISCLOSURE CHECKLIST – 2010

PRO FORMA BUDGET

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|--------------------------|--|--|------------------------|
| <input type="checkbox"/> | Pro Forma Budget or Summary of Pro Forma Budget* to Include: | 30-90 Days Prior to Beginning of Fiscal Year | § 1365(a)
§ 1365(d) |
| <input type="checkbox"/> | Summary of Reserve Study or Annual Update* | In Pro Forma Budget | § 1365(a) |
| <input type="checkbox"/> | Receipt/Expenditure of Construction Defect Award/Settlement Monies | In Pro Forma Budget (or in Reviewed Financial Statement) | § 1365(a) |
| <input type="checkbox"/> | Association Loan Disclosures | In Pro Forma Budget | § 1365(a)(3)(D) |

RESERVES

- | | | | |
|--------------------------|---|--|------------|
| <input type="checkbox"/> | Summary of Reserve Funding Plan* | With Pro Forma Budget | § 1365(b) |
| <input type="checkbox"/> | Assessment and Reserve Funding Disclosure Summary – Statutory Form* | With Pro Forma Budget; May Be Supplemented or Modified Anytime | § 1365.2.5 |

ADDITIONAL FINANCIAL DISCLOSURES

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|--------------------------|--|--|-------------------|
| <input type="checkbox"/> | Review of Financial Statement* | Within 120 Days After Close of Fiscal Year | § 1365(c) |
| <input type="checkbox"/> | Notice of Right to Receive Annual Report | Within 120 Days After Close of Fiscal Year | Corp. Code § 8321 |

ASSESSMENTS/COLLECTIONS

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|--------------------------|--|---|--------------------------|
| <input type="checkbox"/> | Notice of Assessment Increase/Special Assessment | 30-60 Days Before Effective Date | § 1366(d) |
| <input type="checkbox"/> | Assessment Collection Policy* | 30-90 Days Prior to Beginning of Fiscal Year Unless CC&Rs/Bylaws Require Narrower Time; With Pre-Lien Notices | § 1365(e)
§ 1367.1(a) |
| <input type="checkbox"/> | Notice of Collection Rights & Duties – Form* [updated in 2009] | Within 60 Days Prior to Beginning of Fiscal Year | § 1365.1 |
| <input type="checkbox"/> | Notice of Right to Submit Secondary Addresses* | With Pro Forma Budget | § 1367.1(k) |

INSURANCE

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|--|---|-----------|
| <input type="checkbox"/> Insurance Coverage* | 30-90 Days Prior to Beginning of Fiscal Year Unless
CC&Rs/Bylaws Require Narrower Time; Upon
Significant Change in Coverage | § 1365(f) |
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MEMBER DISCIPLINE/DISPUTE RESOLUTION

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|---|--|------------|
| <input type="checkbox"/> Schedule of Monetary Penalties*
("Fine Policy") | Once Until Revised/Recommended Annually | § 1363(g) |
| <input type="checkbox"/> Alternative Dispute Resolution
Rights Summary* | With Pro Forma Budget or in any General Mailing | § 1369.590 |
| <input type="checkbox"/> Internal Dispute Resolution
Rights* ("Meet and Confer") | In Alternative Dispute Resolution Rights Summary | § 1363.850 |

ARCHITECTURAL CONTROL

- | | | |
|--|----------|-----------|
| <input type="checkbox"/> Architectural Guidelines and
Procedures* | Annually | § 1378(c) |
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MEETINGS

- | | | |
|---|---|--------------|
| <input type="checkbox"/> Notice of Right to Minutes of
Board Meetings* | With Pro Forma Budget or in any General Mailing | § 1363.05(e) |
|---|---|--------------|

* Document may be distributed via electronic mail, facsimile or other electronic means if the member has given written consent to receive documents by that method of delivery. (Civil Code § 1350.7.)

ADDITIONAL DISCLOSURES/OBLIGATIONS BY SUBJECT – 2010

RESERVES

<input type="checkbox"/> Reserve Study	Prepare Every 3 Years & Update Annually In Pro Forma Budget	§ 1365(a) § 1365(b) & 1365.5(e)
<input type="checkbox"/> Use of Reserve Funds to Pay For Litigation	In First General Mailing Following Board Decision	§ 1365.5(d)
<input type="checkbox"/> Intent to Borrow From Reserves	In Posted Notice and Agenda of Board Meeting	§ 1365.5(c)(2)
<input type="checkbox"/> Authorization of Transfer of Reserve Funds to Operating Account	Written Finding of Reasons for Transfer and Description of Repayment Plan in Board Meeting Minutes	§ 1365.5(c)(2)
<input type="checkbox"/> Intent to Postpone Repayment of Borrowed Reserves	In Posted Notice and Agenda of Board Meeting	§ 1365.5(c)(2)

MEETINGS

<input type="checkbox"/> Notice and Agenda of Board Meetings	Posted in Common Areas, Mailed to Requesting Owners, At Least 4 Days Prior to Meeting	§ 1363.05(f)
<input type="checkbox"/> Notice of Member Meetings	10 to 90 Days Before Meeting	Corp. Code § 7511

ARCHITECTURAL CONTROL/RULE-MAKING

<input type="checkbox"/> Notice of Right to Appeal Denied Application	With Written Denial	§ 1378(a)(4)
<input type="checkbox"/> Notice of Intent to Make Certain Rule Changes Affecting Member/Owner Rights	At Least 30 Days Prior to Board Adoption; Non-Covered Rules and Emergency Rules Excepted	§ 1357.130(a)
<input type="checkbox"/> Notice of Adoption of Certain Rule Changes Affecting Member/Owner Rights	As Soon as Possible, but Not more than 15 Days After Adoption; Same for Emergency Rules	§ 1357.130(c)

MEMBER DISCIPLINE/DISPUTE RESOLUTION

<input type="checkbox"/> Notice to Member of Board Meeting to Consider Imposing Discipline	At Least 10 Days Prior to Meeting	§ 1363(h)
<input type="checkbox"/> Notice to Member of Discipline Imposed	Within 15 Days Following Board Decision	§ 1363(h)

LIENS/COLLECTIONS

<input type="checkbox"/> Pre-Lien Notice	At Least 30 Days Before Recording Lien	§ 1367.1(a)
<input type="checkbox"/> Notice of Right to Meet With Board to Discuss Delinquent Assessment Payment Plans	With Pre-Lien Notices	§ 1367.1(a)(4)
<input type="checkbox"/> Notice of Right to Inspect Records	With Pre-Lien Notices	§ 1367.1(a)(1)
<input type="checkbox"/> Notice of Right to Dispute Assessment Debt by “Meet and Confer”	With Pre-Lien Notices	§ 1367.1(a)(5)
<input type="checkbox"/> Notice of Right to Request Post-Lien ADR	With Pre-Lien Notices	§ 1367.1(a)(6)

DOCUMENTS TO SELLERS AND MEMBERS/OTHER

<input type="checkbox"/> Disclosure Documents Index*	At Request of Any Member (ANNUAL DISCLOSURE RECOMMENDED)	§1363.005
<input type="checkbox"/> Disclosure to Sellers	Within 10 Days of Receiving Written Request	§ 1368
<input type="checkbox"/> Statement of Non-Incorporation	If Applicable, With Disclosures to Sellers	§ 1368(a)(1)
<input type="checkbox"/> Notice of Age-Restricted Community	If Applicable, With Disclosures to Sellers	§ 1368(a)(2)
<input type="checkbox"/> Statement Regarding Discriminatory Covenants - Form	When Providing Any Governing Document	Gov't Code § 12956.1

CONSTRUCTION DEFECTS

<input type="checkbox"/> Notice of Construction Defect Litigation	30 Days Before Suit is Filed	§ 1368.5 § 1375
<input type="checkbox"/> Notice of Construction Defect Resolution/Repair Plan and Time Line	As Soon As Reasonably Practicable After Resolution	§ 1375.1

CORPORATE DISCLOSURES

<input type="checkbox"/> 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
<input type="checkbox"/> 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	§ 1363.6

* Document may be distributed via electronic mail, facsimile or other electronic means if the member has given written consent to receive documents by that method of delivery. (Civil Code § 1350.7.)