

YEAR END DISCLOSURE CHECKLIST – 2011

PRO FORMA OPERATING BUDGET

- | | | |
|---|--|-----------------------------|
| <input type="checkbox"/> Pro Forma Operating Budget or Summary of Pro Forma Operating Budget* to Include, Without Limitation: | 30-90 Days Prior to Beginning of Fiscal Year | § 1365(a) § 1365(d) |
| <input type="checkbox"/> Estimated Revenue and Expenses on an Accrual Basis | In Pro Forma Operating Budget | § 1365(a)(1) |
| <input type="checkbox"/> Summary of Reserve Study or Annual Update * | In Pro Forma Operating Budget | § 1365(a)(2) § 1365.5(e) |
| <input type="checkbox"/> Receipt/Expenditure of Construction Defect Award/Settlement Monies | In Pro Forma Operating Budget (or in Reviewed Financial Statement) | § 1365(a)(2)(iii) |
| <input type="checkbox"/> Statement re: Deferment of Repairs or Replacement/Anticipated Special Assessments/Mechanisms to Fund Reserves/ Outstanding Loans | In Pro Forma Operating Budget | § 1365(a)(3) |
| <input type="checkbox"/> Statement re: Procedures Used for the Calculation and Establishment of Reserves | In Pro Forma Operating Budget | § 1365(a)(4) |

RESERVES

- | | | |
|--|--|-----------------------------|
| <input type="checkbox"/> Summary of Reserve Funding Plan* | With Pro Forma Operating Budget | § 1365(b) § 1365.5(e)(5) |
| <input type="checkbox"/> Assessment and Reserve Funding Disclosure Summary – Statutory Form* | With Pro Forma Operating Budget; May Be Supplemented or Modified Anytime | § 1365.2.5 |

ADDITIONAL FINANCIAL DISCLOSURES

- | | | |
|---|--|-------------------|
| <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

- | | | |
|--|---|--------------------------|
| <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* | Within 60 Days Prior to Beginning of Fiscal Year | § 1365.1 |
| <input type="checkbox"/> Notice of Right to Submit Secondary Address for Purposes of Collection Notices* | With Pro Forma Operating Budget | § 1367.1(k) |

INSURANCE

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

MEMBERSHIP DISCIPLINE/DISPUTE RESOLUTION

- | | | |
|--|---|--------------------------|
| <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 Operating 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 § 1369.590 |

ARCHITECTURAL CONTROL

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

MEETINGS

- | | | |
|--|---|--------------|
| <input type="checkbox"/> Notice of Right to Minutes of Board Meetings* | With Pro Forma Operating 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 – 2011

RESERVES

| | | |
|--|--|--------------------------|
| <input type="checkbox"/> Reserve Study | Prepare Every 3 Years and Update Annually; in Pro Forma Operating Budget | § 1365(a) § 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 Plan | With Pre-Lien Notice | § 1367.1(a)(4) |
| <input type="checkbox"/> Notice of Right to Inspect Association Records | With Pre-Lien Notice | § 1367.1(a)(1) |
| <input type="checkbox"/> Notice of Association's Right to Sell Separate Interest | With Pre-Lien Notice | § 1367(a)(1) |

- | | | | |
|--------------------------|---|----------------------|----------------|
| <input type="checkbox"/> | Notice of Right to Dispute Assessment Debt by "Meet and Confer" | With Pre-Lien Notice | § 1367(a)(5) |
| <input type="checkbox"/> | Notice of Right to Request ADR | With Pre-Lien Notice | § 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 the Mailing or Delivery of 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 Documents | 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 Estimated 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 Onsite 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.)