

YEAR END DISCLOSURE CHECKLIST – 2013

PRO FORMA OPERATING BUDGET

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| <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

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| <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

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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 Becomes Due | § 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

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| <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) |
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MEMBERSHIP DISCIPLINE/DISPUTE RESOLUTION

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| <input type="checkbox"/> Schedule of Monetary Penalties * ("Fine Policy") | Once Until Revised/Recommended Annually | § 1363(f) |
| <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

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

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| <input type="checkbox"/> Notice of Right to Minutes of Board Meetings* | With Pro Forma Operating Budget or in any
General Mailing | § 1363.05(e) |
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* 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 – 2013

RESERVES

<input type="checkbox"/> Reserve Study	Prepare Every 3 Years and Update Annually; in Pro Forma Operating Budget	§ 1365(a)(2) § 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 (unless Bylaws Provide For a Longer Notice Period)	§ 1363.05(f)
<input type="checkbox"/> <i>Notice of Meeting to be Held Solely in Executive Session</i>	Posted in Common Areas, Mailed to Requesting Owners; at Least 2 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(g)
<input type="checkbox"/> Notice to Member of Discipline Imposed	Within 15 Days Following Action	§ 1363(g)

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 Owner or Third Party Recipient as Authorized by Owner including (without limitation):	Within 10 Days of the Mailing or Delivery of Request	§ 1368
<input type="checkbox"/>	Copy of Governing Documents	With Disclosures to Owner or Third Party Recipient as Authorized by Owner	1368(a)(1)
<input type="checkbox"/>	Statement of Non-Incorporation	If Applicable, with Disclosures to Owner or Third Party Recipient as Authorized by Owner	§ 1368(a)(1)
<input type="checkbox"/>	Notice of Age-Restricted Community	If Applicable, with Disclosures to Owner or Third Party Recipient as Authorized by Owner	§ 1368(a)(2)
<input type="checkbox"/>	Statement Describing Rental Prohibition	If Applicable, with Disclosures to Owner or Third Party Recipient as Authorized by Owner	§ 1368(a)(9)
<input type="checkbox"/>	Copy of Minutes of Board Meetings Conducted Over Previous 12 Months (Not Including Executive Session)	If Requested by Prospective Purchaser, with Disclosures to Owner	§ 1368(a)(10)
<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.)