



INDIVIDUAL AND GENERAL NOTICE

INDIVIDUAL NOTICE

Documents that **MUST** be provided by Individual Notice or Delivery:

- Board-proposed amendments to governing documents to delete developer provisions (§4230)(c))
- Amendments to the CC&Rs that have been recorded after a petition has been granted reducing the membership approval requirement (§4275(g))
- Notice that mechanics' lien has been filed (§4620)
- Need for temporary removal of religious item so association can perform maintenance, repair or replacement of entry door or door frame (§4706(b))
- Notice of pesticide application (§4777(b))
- Copy of the notice of need to temporarily vacate for treatment of wood destroying pests or organisms (§4785(c))
- Notice of director election and procedure for nominating candidates (i.e., call for candidates if association wants to be able to elect directors by acclamation (§5103(b))
- Election rules with secret ballot (if website address not provided) (§5105(h)(4))
- Copy of the annual review of the financial statement (§5305)
- The annual budget report - regardless of whether full report or summary (§5320)
- The annual policy statement (§5320)
- Notice of first meeting conducted pursuant to state of disaster or emergency (§5450(b)(1))
- Notice of increase in regular or special assessments (§5615)
- Notice of change in insurance coverage, lapse, cancellation, non-renewal or significant changes of any association insurance policies described in the annual report (§5810)
- Notice of board meeting (at least 10 days prior) to consider imposition of discipline upon an owner or levy a reimbursement assessment (§5855(a))
- Notice of imposition of discipline or reimbursement assessment (must be given within 15 days following the board's action) (§5855(c))
- Documents provided in response to a member's request for association records (§5205(e))
- Any "general notices" (discussed below) that a member has requested, in writing, that the association provide by individual delivery instead of general delivery (§4045(b))

INDIVIDUAL NOTICE

Acceptable Delivery Methods (Civil Code §4040):

- First-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service carrier – addressed to the recipient at the address last shown on the association's records OR
- Email, facsimile, or other electronic means, if the recipient has consented, in writing, to that method of delivery.

GENERAL NOTICE

Documents that MUST be Provided by General Notice:

- Proposed rule changes, notice of rule changes and results of membership vote to repeal a rule change (§§4360 and 4365)
- Notice of amendment to comply with law regarding permissible rental prohibitions and restrictions (§4741(f))
- Notice of procedure and deadline for submitting a nomination and pre-ballot notice for election of directors (§§5115(a) and (b))
- Notice of reconvened meeting at which reduced quorum will apply (§5115(d)(3))
- Tabulated results of membership vote (§5120(b))
- Decision made by the board to use reserve funds or temporarily transfer money from the reserve fund to pay for litigation, and the availability of an accounting of those expenses (§5520)
- Notice of board meeting (§4920(c))

GENERAL NOTICE

Acceptable Delivery Methods (Civil Code §4045):

- Any “individual notice” delivery method described above
- Inclusion in a billing statement, newsletter or other document that is delivered by one of the general delivery methods
- Posting the printed document in a prominent location that is accessible to all members, if the location has been designated for the posting of general notices by the association in the annual policy statement
- If the association broadcasts television programming for the purpose of distributing information on association business to its members, by inclusion in the programming
- If the association maintains an internet website for the purpose of distributing information on association business to its members, by posting the notice on the association’s internet website in a prominent location that is accessible to all members if designated as a location for posting general notices in the annual policy statement