



2024 YEAR END DISCLOSURE CHECKLIST

ANNUAL BUDGET REPORT*

Pro Forma Operating Budget, showing the estimated revenue and expenses on an accrual basis	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(1)
Summary of the Association’s reserves pursuant to Section 5565	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(2)
Summary of the reserve funding plan	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(3)
Statement to defer or not undertake repairs or replacement of major components with remaining life of 30 years or less (including justification)	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(4)
Statement of anticipated special assessment	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(5)
Statement of the means to fund reserves	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300 (b)(6)
Statement of procedures to calculate and establish reserves	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(7)
Statement of any outstanding Association loans	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(8)
Summary of Association’s insurance policies, including notice to members of availability of full policy review and recommendation that owners consult their individual insurance broker	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(9)
Statement (in 10-point font on a separate page) of whether the Association is or is not certified by the FHA	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(10)
Statement (in 10-point font on a separate page) of whether the Association is or is not certified by the VA	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(11)
Completed statement of the “Charges for Documents Provided” disclosure form identified in Section 4528	30-90 days prior to beginning of fiscal year	§ 5300(a) § 5300(b)(12)

NOTE: All statutory references are to the California Civil Code unless otherwise noted.

* When a report is prepared pursuant to Section 5300 or 5310, it shall be sent by individual delivery pursuant to Section 4040. If a member requests to receive all reports in full, the Association shall deliver the full report to that member, rather than a summary of the report. (Civil Code § 5320)

ANNUAL POLICY STATEMENT *

The name and address of person designated to receive communications to the Association pursuant to Section 4035	30-90 days prior to beginning of fiscal year	§ 5310(a)(1)
Statement that a member may request to have notices sent up to two different addresses pursuant to Section 4040(b)	30-90 days prior to beginning of fiscal year	§ 5310(a)(2)
The location for posting of notices pursuant to Section 4045(a)(3)	30-90 days prior to beginning of fiscal year	§ 5310(a)(3)
Notice of a member's right to receive notices by individual delivery pursuant to Section 4045(b)	30-90 days prior to beginning of fiscal year	§ 5310(a)(4)
Notice of a member's right to receive minutes pursuant to Section 4950(b)	30-90 days prior to beginning of fiscal year	§ 5310(a)(5)
Statement of assessment collection policies pursuant to Section 5730	30-90 days prior to beginning of fiscal year	§ 5310(a)(6)
Statement describing lien enforcement rights/ collections of delinquent assessments	30-90 days prior to beginning of fiscal year	§ 5310(a)(7)
Statement describing Association's discipline policy, if any, including any schedule of penalties for violations of governing documents pursuant to Section 5850	30-90 days prior to beginning of fiscal year	§ 5310(a)(8)
Summary of dispute resolution procedures (IDR/ ADR) pursuant to Sections 5920 and 5965	30-90 days prior to beginning of fiscal year	§ 5310(a)(9)
Summary of architectural control requirements pursuant to Section 4765	30-90 days prior to beginning of fiscal year	§ 5310(a)(10)
Mailing address for overnight payment of assessments pursuant to Section 5655	30-90 days prior to beginning of fiscal year	§ 5310(a)(11)
Any other information that is required by law or the governing documents or that the Board determines to be appropriate for inclusion	30-90 days prior to beginning of fiscal year	§ 5310(a)(12)
Statement soliciting written notice of owner contact information pursuant to Section 4041(a)	At least annually**	§ 4041(b)

ADDITIONAL FINANCIAL DISCLOSURES

Review of financial statement	Within 120 days after close of fiscal year	§ 5305
Notice of right to receive annual report	Within 120 days after close of fiscal year	Corp. Code § 8321
Assessment and reserve funding disclosure summary – form	With annual budget report; may be supplemented or modified anytime	§ 5570

ASSESSMENTS/COLLECTIONS

Notice of assessment increase/special assessment	30-60 days before becomes due	§ 5615
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** Thirty (30) days prior to making its disclosures under Section 5300, the Association shall enter the data it receives from the owners into its books and records.

2024 ADDITIONAL DISCLOSURES AND OBLIGATIONS BY SUBJECT

RESERVES

Reserve study	Prepare every 3 years and update annually; in annual budget report	§ 5300(b)(3) § 5550
Use of reserve funds to pay for litigation	In first general mailing following Board decision	§ 5520(a)(b)
Intent to borrow from reserves	By general delivery pursuant to Section 4045	§ 5515
Authorization of transfer of reserve funds to operating account	Written finding of reasons for transfer and description of repayment plan in Board meeting minutes	§ 5515
Intent to postpone repayment of borrowed reserves	By general delivery pursuant to Section 4045	§ 5515

MEETINGS

Notice and agenda of Board meetings	By general delivery pursuant to Section 4045; at least 4 days prior to meeting (unless the governing documents provide for a longer notice period)	§ 4920
Notice of meeting to be held solely in executive session	By general delivery pursuant to Section 4045; at least 2 days prior to meeting	§ 4920
Notice of member meetings	10 to 90 days before meeting	Corp. Code § 7511
Minutes, draft minutes, or summary of the minutes of any Board meeting, other than an executive session	Must be made available to members within 30 days of the meeting	§ 4950(a)

INSURANCE

Notice of change in insurance	Upon significant change in coverage	§ 5810
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ARCHITECTURAL CONTROL/RULE-MAKING

Notice of right to appeal denied application	With written denial	§ 4765(a)(4)
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	§ 4360
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	§ 4360

MEMBER DISCIPLINE/DISPUTE RESOLUTION

Notice to member of Board meeting to consider imposing discipline	At least 10 days prior to meeting via personal delivery or individual delivery pursuant to Section 4040	§ 5855
Notice to member of discipline imposed	Within 15 days following action meeting via personal delivery or individual delivery pursuant to Section 4040	§ 5855

LIENS/COLLECTIONS

Pre-Lien Notice	At least 30 days before recording lien	§ 5660
Notice of right to meet with Board to discuss delinquent assessment payment plan	With Pre-Lien Notice	§ 5660(d)
Notice of right to inspect Association records	With Pre-Lien Notice	§ 5660(a)
Notice of Association's right to sell separate interest	With Pre-Lien Notice	§ 5660(a)
Notice of right to dispute assessment debt by "meet and confer"	With Pre-Lien Notice	§ 5660(e)
Notice of right to request ADR	With Pre-Lien Notice	§ 5660(f)

DOCUMENTS TO SELLERS AND MEMBERS/OTHER

Disclosure to owner or third party recipient as authorized by owner including (without limitation)	Within 10 days of the mailing or delivery of request	§ 4530***
Copy of governing documents	With disclosures to owner or third party recipient as authorized by owner	§ 4525(a)(1)
Statement of non-incorporation	If applicable, with disclosures to owner or third party recipient as authorized by owner	§ 4525(a)(1)
Notice of age-restricted community	If applicable, with disclosures to owner or third party recipient as authorized by owner	§ 4525(a)(2)
Statement describing rental prohibition	If applicable, with disclosures to owner or third party recipient as authorized by owner	§ 4525(a)(9)
Copy of Board meetings conducted over previous 12 months (not including executive session)	If requested by prospective purchaser, with disclosures to owner	§ 4525(a)(10)
Statement regarding discriminatory covenants – form	When providing any governing documents	Gov't Code § 12956.1

CONSTRUCTION DEFECTS

Notice of construction defect litigation	30 days before suit is filed	§ 6150 § 6000
Notice of construction defect resolution/ repair plan and estimated time line	As soon as reasonably practicable after resolution	§ 6100

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 onsite or management address	§ 5405

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***Associations may not bundle documents expressly required by Section 4525 with other documents.