

2009-2010 ANNUAL DISCLOSURE AND NOTICE CHECKLIST FOR COMMUNITY ASSOCIATIONS

Not less than thirty (30) days nor more than ninety (90) days prior to the beginning of the fiscal year:

✓ **Pro Forma Operating Budget** Civil Code §1365(a)

The association must distribute its "pro forma" operating budget within the "60-day window" to retain its ability to unilaterally increase assessments. If this requirement is not met, the members must approve any increase to the regular assessments.

The budget must contain the following:

- An estimate of revenue and expenses on an accrual basis;
- A summary of the reserves printed in bold type, based on the most recent reserve study (required every three years with an annual update);
- With respect to construction or design defect cases, the summary must also include a separate line item for:
 - (1) funds received from compensatory damage awards or settlements; and
 - (2) expenditure or disposition of funds, including amounts for direct/indirect costs of repair of defects (If the association is required to have a CPA conduct a review of its financial statements, the above information may instead be contained in such review);
- A statement as to whether the board anticipates the levy of one or more special assessments; and
- A basic description of the procedures used to calculate the reserves.

Suggestion: Add line item for bad debt.

✓ **Summary of Pro Forma Operating Budget** Civil Code §1365(d)

(Alternative to Above) The association may distribute a summary of the operating budget in lieu of the pro forma budget.

The summary budget must give members notice that:

- The complete budget is available for review at the association's business office or other suitable location within the development; and
- Copies of the complete budget will be provided upon request at no charge to a member within five (5) days of the request.

These notices must be printed in at least 10-point bold type on the front page of the summary.

✓ **Secondary Addresses Provided by Owners** Civil Code §1367.1(k)

The association shall notify owners, at the time the association issues the pro forma operating budget, of their right to submit secondary addresses to the association for purposes of collection notices. Upon receipt of a written request by an owner identifying a secondary address for purposes of collection notices, the association shall send additional copies of any notices required by Section 1367.1 of the California Civil Code to the secondary address provided. The owner's request shall be in writing and shall be mailed to the association in a manner that shall indicate that the association has received it. The owner may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, the association shall only be required to send notices to the requested secondary address from the point that the association receives the request.

Note: Unlike the other disclosures in this section, not only must this be distributed within the 60-day window, it must be distributed at the same time as the pro forma budget or budget summary.

✓ **Assessment and Reserve Funding Disclosure Summary** Civil Code §§1365(a),(b),1365.2

The association must distribute an Assessment and Reserve Funding Disclosure Summary in the form prescribed by Civil Code Section 1365.2.5. This disclosure requires more than just a description of the amount of reserves and/or the association's budget contributions. A summary of, among other things, the components being reserved for, their anticipated remaining life and how much money is currently in reserves allocated to that component must

be disclosed. The summary must include notice to members that the full reserve study plan is available upon request, and the association must provide the full reserve plan to any member upon request.

***NEW AS OF JANUARY 1, 2010** – This disclosure must include a specified statement regarding the interest rate earned on reserve funds and the assumed inflation rate applied to major component repair and replacement costs.

✓ **Assessment Collection Policy** **Civil Code § 1365(e)**

Members must receive a description of the policies and practices which the association will apply to enforce payment of assessments within the “60-day window” referenced above unless the association’s governing documents require a narrower window. The failure to adopt and distribute this assessment collection policy may affect an association’s ability to collect delinquent assessments.

This notice usually describes:

- How, when and under what conditions the association will record and foreclose upon assessment liens;
- The nature and amount of late charges, interest and collection costs; and
- Owners’ rights to demand Internal Dispute Resolution (“IDR”) and Alternative Dispute Resolution (“ADR”) at different times during the collection process.

Note: Although the many notices required as part of the non-judicial foreclosure process are not covered in this article, please be aware that pursuant to Civil Code § 1367.1(a), a copy of this Assessment Collection Policy must also be distributed with pre-lien notices.

✓ **Insurance Coverages** **Civil Code §1365(f)**

Within the “60-day window” described above, unless the governing documents require a narrower window, the association must distribute to the members a summary of its property, general liability, earthquake, flood and fidelity insurance policies. The summary should also state:

- The name of the insurer and the type of insurance; and
- The policy limits and deductibles, if any.

To the extent the above information is contained on the policy’s declaration page, that page can be distributed in lieu of the summary.

The summary or declaration page must include the statement provided in Civil Code Section 1365(f)(4). This statement must be in at least 10-point boldface type.

Notice of significant changes such as a lapse, decrease in coverage, cancellation or non-renewal shall be provided to the members by first-class mail as soon as reasonably practicable.

Note: In order to reduce document reproduction and mailing costs, the association may wish to include some of the items listed below along with the above items in the same mailing, as long as the distribution timeframes for each disclosure are satisfied.

During the sixty (60) days prior to the beginning of the fiscal year:

✓ **Notice of Assessments, Foreclosures and Payment Plans** **Civil Code §1365.1**

The association must distribute the notice specified in Civil Code Section 1365.1 pertaining to assessments, the association’s rights of foreclosure, payments of assessments and meetings and payment plans concerning delinquent assessments.

***NEW AS OF JANUARY 1, 2009** - This notice must include the following language: “An owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.”

With the budget or budget summary, or in any general mailing during the year:

✓ Notice of Right to Minutes of Board Meetings Civil Code §1363.05(e)

On an annual basis, the association must notify members of their right to receive copies of the minutes from board of directors' meetings (which does not include executive session meeting minutes).

The notice should state:

- That members have the right to receive approved minutes, an unapproved draft, or a summary of the minutes within thirty (30) days of a board meeting upon member's request and upon reimbursement of association's costs to distribute minutes; and
- How and from whom those minutes may be obtained.

✓ Arbitration/Mediation of CC&Rs Disputes Civil Code §1369.590

Annually, the association must distribute a summary of Civil Code Section 1369.510 *et seq.* to its members.

Section 1369.510 *et seq.* provides, in part:

- An owner or the association must first offer arbitration, mediation or conciliation prior to litigating an action to enforce the governing documents, in seeking injunctive or declaratory relief, or injunctive or declaratory relief plus damages of up to \$5,000 (other than assessments);
- The party initiating arbitration/mediation must send a Request for Resolution to the other parties, which shall include:
 - A brief description of the dispute;
 - A request for alternative dispute resolution;
 - Notice that the the responding party has thirty (30) days to accept ADR or it is deemed rejected; and
 - A copy of Section 1369.510 *et seq.*, if the responding party is an owner.

Civil Code §1369.590 requires that associations annually provide members with a summary of the ADR that specifically states:

“Failure of a member of the association to comply with the alternative dispute resolution requirements of Section 1369.520 of the Civil Code may result in the loss of your right to sue the association or another member of the association regarding enforcement of the governing documents or the applicable law.”

Additionally, the summary must include description of the internal dispute resolution process provided pursuant to Civil Code § 1363.810 through 1363.840.

The summary must be provided “either at the time the pro forma budget required by Civil Code Section 1365 is distributed or in the manner prescribed in Section 5016 of the Corporations Code,” which Section 5016 provides that it may be included in any notice or report mailed or delivered as part of a newsletter, magazine or other communication regularly sent to members.

Within 120 days after the close of each fiscal year:

✓ Review of Financial Statement Civil Code §1365(c)

For any fiscal year in which the association's gross income exceeds \$75,000, a review of its financial statement must be prepared by a licensed California accountant and distributed to members within 120 days after the close of each fiscal year.

✓ Notice of Right to Receive Annual Report Corporations Code §8321

For any fiscal year in which the association's gross revenues are at least \$10,000, it must prepare an annual report within 120 days after the end of the association's fiscal year and notify members on an annual basis of their right to receive this report. The association must provide the report at its own expense to any member submitting a written request for a copy of the report.

The annual report must contain:

- A year-end balance sheet and income statement, and statement of cash flow for the fiscal year;
- A notice stating where records of the association members' names and addresses are stored; and

- Disclosure of transactions with interested parties and of indemnification agreements.

The association must attach either the accountant's report, if an independent accountant has reviewed or audited the financial statement, or a certificate by an officer indicating that the statement was prepared without review or audit.

✓ **Notice of Transaction with Officer or Director** **Corporations Code §8322**

If applicable, the association must provide notice to the membership of any transaction between the association and a director during the previous fiscal year involving more than \$50,000. Most governing documents prohibit directors from being paid for their services as directors, but some will allow directors to be paid for services in other capacities.

Additional Financial Disclosures/Notices

✓ **Reserve Fund Transfer** **Civil Code §1365.5(d)**

When an association uses or transfers any funds from its reserve account to fund litigation, it must notify the members of the transfer and of the availability of an accounting in the next available mailing to the membership.

✓ **Litigation Expenses** **Civil Code §1365.5(d)**

Unless the association's governing documents impose more stringent standards, the association shall prepare an accounting of the litigation expenses on at least a quarterly basis. The accounting shall be made available for inspection by members at the association's office.

✓ **Assessment Increases** **Civil Code §1366(d)**

Notice of an assessment increase or special assessment must be provided by first-class mail to members not less than thirty (30) nor more than sixty (60) days before the increase or assessment is due. Note: Even if the budget identifies the increased assessments, prepare and distribute a general notice.

Note: this is different from the 60-day window based on the beginning of the fiscal year.

✓ **Notice of Intent to Borrow from Reserves** **Civil Code §1365.5(c)**

The board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cash-flow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a notice of meeting.

The notice shall include:

- The reasons the transfer is needed
- Some of the options for repayment, and
- Whether a special assessment may be considered.

If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the money will be repaid to the reserve fund.

✓ **Notice of Intent to Postpone Repayment of Borrowed Reserves** **Civil Code §1365.5(c)**

The board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interests of the common interest development, temporarily delay the repayment of borrowed reserves within one (1) year of the board's decision to borrow. The board must exercise prudent fiscal management in maintaining the integrity of the reserve account, and, if necessary, levy a special assessment to recover the full amount of the expended funds within the time limit.

Elections

✓ **Delivery of Election Ballots** **Civil Code §1363.03(e)**

Ballots and two preaddressed envelopes with instructions on how to return ballots must be mailed by first-class mail or delivered by the association to every member not less than 30 days prior to the deadline for voting. If applicable,

the notice of meeting at which the vote will be held may be sent along with the voting materials, provided that the window above for Notice of Membership Meeting is also satisfied.

- ✓ **Publish Election Results** Civil Code §1363.03(g)
The tabulated results of the election must be recorded in the minutes of the next Board meeting and must be available for review by the members. Within 15 days of the election, the Board must publicize the tabulated results of the election in a communication directed to all members.

Board and Membership Meetings

- ✓ **Notice of Regular Board Meetings** Civil Code §1363.05(f)
At least four days before a Board meeting, the association must give notice of the time and place of a Board meeting and include the agenda for the meeting. The Board can only address the items set forth on the agenda, although there are exceptions for emergencies and other special cases.

- ✓ **Board Minutes Available** Civil Code §1363.05(d)
The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any meeting of the Board, other than executive session, must be available to members within 30 days of the meeting. They must be distributed to any member of the association upon request and upon reimbursement of the association's costs for distribution.

- ✓ **Notice of Membership Meeting** Corporations Code §7511
Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting must be given not less than 10 nor more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote.

- ✓ **Committee Minutes** Civil Code §1365.2(j)(5)
When a Board committee makes a decision, the committee minutes must be made available to members within 15 days following approval of the decision.

Member Discipline

- ✓ **Schedule of Monetary Penalties** Civil Code §1363(g)
Associations which impose fines on members for violating governing documents or association rules must distribute a schedule of the monetary penalties via first class mail or hand-delivery when the schedule is adopted or revised (recommended annually).

- ✓ **Notification to Member** Civil Code §1363(h)
When the Board meets to consider or impose discipline upon a member, the Board must notify the member in writing, by either personal delivery or first-class mail, at least 10 days prior to the meeting. The member may attend the meeting, which must be held in executive session if requested by the member.

- ✓ **Notification of Decision** Civil Code §1363(h)
If the Board imposes discipline on a member, the Board must provide the member a written notification of the disciplinary action, by either personal delivery or first-class mail, within 15 days following the action.

Rule Adoption, Change and Reversal

- ✓ **Notice of Intention to Adopt or Change Rule** Civil Code §1357.130(a)
For certain kinds of operating rule changes set forth in Civil Code Section 1357.120, the Board must provide written notice of a proposed rule change to the members at least 30 days before making the rule change. The notice must include the text of the proposed rule change and a description of the purpose and effect of the proposed rule

change. However, exceptions apply for emergencies. After 30 days, the Board must meet to decide whether to adopt the rule change after consideration of any comments made by members.

✓ **Notice of Rule Adoption or Rule Change** Civil Code §1357.130(c)

As soon as possible after making a rule change, but not more than 15 days after making the rule change, the Board must deliver notice of the rule change to every member.

✓ **Request for Meeting to Consider Rule Reversal** Civil Code §1357.140(b)

Five percent of the membership may call a special meeting of the members to vote on reversal of a rule change if request is sent within 30 days after notice of a rule adoption or change from the Board. The Board is obligated to provide notice of the special meeting to the members.

✓ **Notice of Rule Reversal Vote** Civil Code §1357.140(g)

If the membership votes on rule reversal, the Board must provide notice of the results of the member vote within 15 days after the close of voting.

Corporate Disclosures

✓ **Statement of Officers' Names, Addresses / Agent for Service of Process** Corp. Code §8210

All incorporated associations must file with Secretary of State every other year, up to five months prior to anniversary date of the initial filing.

✓ **Registry / Statement of CID Association** Civil Code §1363.6

All associations, whether incorporated or not, must file a form provided by the Secretary of State every other year, either with above Statement of Officers' Names (or for an unincorporated association, every other July) or within 60 days of change in on-site or management address.

Construction Defects

✓ **Disclosure of Construction Defect Issues Before Suit** Civil Code §§1368.5, 1375(k)(1)(D)

At least thirty (30) days before an association files a lawsuit for construction defects, it must provide notice to all owners of the defect issues, schedule a membership meeting to discuss the claims and the available options (with notice of meeting provided at least 15 days in advance), including any settlement offer from the builder. If the Board rejects a settlement offer from the developer, the Board must hold a member meeting to discuss same no less than 15 days before the association commences an action for damages against the respondent.

✓ **Disclosure of Construction Defect Settlement** Civil Code §1375.1

Upon settling a construction defect claim with the builder, the association must so inform the members as soon as reasonably practicable, of the following:

- Disclose what will be repaired;
- Estimate when the defects will be repaired; and
- Disclose any defects that may not be repaired.

Miscellaneous Disclosures/Notices

✓ **Escrow/Sale of Unit** Civil Code §1368(a) and (b)

Within ten (10) days of written request from an owner, an association must provide the owner (or owner's agent/escrow) with a copy of various documents and information so that the owner may satisfy certain disclosure obligations to a prospective buyer. Among the documents and information to be provided by the selling owner are the governing documents, the last financial records provided to members pursuant to Civil Code Section 1365, a statement of unpaid fines and other monetary penalties, as well as a copy or summary of any notices of alleged violations of the governing documents that remain unresolved at the time of making the disclosure to the prospective buyer.

✓ **Notice of Document Request Costs**

Civil Code §1365.2(c)(4)

The association may bill the requesting member for the direct and actual cost of copying and mailing requested documents. The association must inform the member of the amount of the copying and mailing costs, and the member must agree to pay those costs, before the association copies and sends the requested documents.

✓ **Architectural Guidelines and Procedures**

Civil Code §1378(c)

An association must annually provide its members with notice of any requirements for association approval of physical changes to property. The notice must describe the types of changes that require association approval and must include a copy of the procedure used to review and approve or disapprove a proposed change.

✓ **Notice of Temporary Relocation for Pest Control**

Civil Code §1364(d)(2)

The association must give notice of the need to temporarily vacate a separate interest to the occupants and/or the owners not less than 15 days nor more than 30 days prior to the date of relocation. The notice must state the reason for the relocation, the date and time of the beginning of treatment, the anticipated date and time of termination of treatment, and that the occupants will be responsible for their own accommodations during the relocation.

✓ **Disclosure Documents Index**

Civil Code §1363.005

***NEW AS OF JANUARY 1, 2010**

Upon request of any member, the Association must provide an index in the form provided in Civil Code § 1363.005, which lists a series of disclosures that the Association is required to make and the reference to the corresponding Civil Code section.

ALSO NEW AS OF JANUARY 1, 2010

Civil Code §1350.7(a)(3)

Any document may be sent by e-mail, facsimile, or other electronic means if the recipient has agreed to that method of delivery, **only if such delivery creates a record that is capable of retention, retrieval and review, and that may thereafter be rendered into clearly legible form.**