



CHECKLIST FOR DISCLOSURES AT BUDGET TIME

The Pro Forma Budget or Summary of Pro Forma Budget	30 to 90 Days Prior to Beginning of Fiscal Year	§1365(a)
Reserve Study or Annual Update	In Pro Forma Budget	§1365(a)
Receipt / Expenditure of Construction Defect Award / Settlement Monies	In Pro Forma Budget or in Reviewed Financial Statement	§1365(a)
Association Loan Disclosures	In Pro Forma Budget	§1365(a)(3)
Insurance Coverages	30 to 90 Days Prior to Beginning of Fiscal Year Unless CC&Rs/Bylaws Require Narrower Time / Upon Significant Change in Coverage	§1365(f)
Assessment Collection Policy	30 to 90 Days Prior to Beginning of Fiscal Year Unless CC&Rs/Bylaws Require Narrower Time / With Pre-Lien Notices	§1365(e) §1367.1(a)
Assessment and Reserve Fund Disclosure Summary (Form)	With Pro Forma Budget / Supplemented or Modified Anytime	§ 1365.2.5
Notice of Collection Rights & Duties (Form)	Within 60 Days Prior to Beginning of Fiscal Year	§1365.1
Notice of Assessment Increase / Special Assessment	30 to 60 Days Before Effective Date	§1366(d)
Notice of Right to Submit Secondary Addresses for Collection Notices	With Pro Forma Budget	§1367.1(k)
Notice of Right to Minutes of Board Meetings	With Pro Forma Budget or in any General Mailing	§1363.05(e)
Schedule of Monetary Penalties ("Fine Policy")	Once Until Revised / Recommended Annually	§1363(g)
Internal Dispute Resolution Rights ("Meet and Confer")	In Alternative Dispute Resolution Rights Summary	§1363.850
Alternative Dispute Resolution Rights Summary	With Pro Forma Budget or in any General Mailing	§1369.590
Architectural Guidelines and Procedures	Annually	§1378
ADDITIONAL FINANCIAL DISCLOSURES		
Notice of Right to Receive Annual Report	Within 120 Days After Close of Fiscal Year	Corp. Code §8321
Use of Reserve Funds	In First General Mailing Following Board Decision	§1365.5(d)
Review of Financial Statement	Within 120 Days After Close of Fiscal Year	§1365(c)
RESERVES		
Reserve Study	Prepared Every 3 Years & Updated Annually / In Pro Forma Budget	§1365(a) §1365.5(e)
Reserve Funding Plan	With Reserve Study	§1365(a)&(b) §1365.5(e)(5)
Assessment and Reserve Fund Disclosure Summary (Form)	With Pro Forma Budget / Supplemented or Modified Anytime	§1365.2.5
Use of Reserve Funds	In First General Mailing Following Board Decision	§1365.5(d)
Intent to Borrow From Reserves	In Posted Notice of Board Meeting	§1365.5(c)
Intent to Postpone Repayment of Borrowed Reserves	Within 1 Year of Decision to Borrow, In Posted Notice of Board Meeting	§1365.5(c)
MISC. DISCLOSURES		
Disclosure Documents Index	Upon Member Request	§1363.005
Disclosure to Sellers	Within 10 Days of Receiving Written Request	§1368
Notice of Age-Restricted Community	With Disclosures to Sellers Where Applicable	§1368(a)

ARCHITECTURAL CONTROL		
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)
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)
Architectural Guidelines and Procedures	Annually	§1378
Notice of Right to Appeal Denied Application	With Written Denial	§1378
ASSOCIATION MEETINGS		
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)
Notice and Agenda of Board Meetings	Posted in Common Areas, Mailed to Requesting Owners, At Least 4 Days Prior to Meeting	§1363.05(f)
Notice of Right to Minutes of Board Meetings	With Pro Forma Budget or in any General Mailing	§1363.05(e)
Notice to Member of Board Meeting to Consider Imposing Discipline	At Least 10 Days Prior to Meeting	§1363(h)
Intent to Borrow From Reserves	In Posted Notice of Board Meeting	§1365.5(c)
Intent to Postpone Repayment of Borrowed Reserves	Within 1 Year of Decision to Borrow, In Posted Notice of Board Meeting	§1365.5(c)
ASSESSMENT COLLECTION & LIENS		
Assessment Collection Policy	30 to 90 Days Prior to Beginning of Fiscal Year Unless CC&Rs/Bylaws Require Narrower Time / With Pre-Lien Notices	§1365(e) §1367.1(a)
Pre-Lien Notice	At Least 30 Days Before Recording Lien	§1367.1(a)
Notice of Right to Meet with Board to Discuss Delinquent Assessment Payment Plans	With Pre-Lien Notices	§1367.1(a)
Notice of Right to Inspect Records	With Pre-Lien Notices	§1367.1(a)
Notice of Right to Dispute Assessment Debt by "Meet and Confer"	With Pre-Lien Notices	§1367.1(a)
Notice of Right to Request Post-Lien ADR	With Pre-Lien Notices	§1367.1(a)
Notice of Right to Submit Secondary Addresses for Collection Notices	With Pro Forma Budget	§1367.1(k)
DISPUTE RESOLUTION & MEMBER DISCIPLINE		
Schedule of Monetary Penalties ("Fine Policy")	Once Until Revised / Recommended Annually	§1363(g)
Notice to Member of Board Meeting to Consider Imposing Discipline	At Least 10 Days Prior to Meeting	§1363(h)
Notice to Member of Discipline Imposed	Within 15 Days Following Board Decision	§1363(h)
Internal Dispute Resolution ("Meet and Confer")	In Alternative Dispute Resolution Rights Summary	§1363.850
Alternative Dispute Resolution Rights Summary	With Pro Forma Budget or in any General Mailing	§1369.590
CONSTRUCTION DEFECT		
Receipt / Expenditure of Construction Defect Award / Settlement Monies	In Pro Forma Budget or in Reviewed Financial Statement	§1365(a)
Notice of Construction Defect Litigation	30 Days Before Suit is Filed	§1368.5 §1375
Notice of Construction Defect Resolution / Repair Plan and Timeline	As Soon as Reasonably Practicable After Resolution	§1375.1
CORPORATE FILINGS		
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 On-Site or Management Address	§1363.6

