

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)
Assessment and Reserve Fund Disclosure Summary - Form	With Pro Forma Budget / Supplemented or Modified Anytime	§1365.2.5
Receipt / Expenditure of Construction Defect Award / Settlement Monies	In Pro Forma Budget or in Reviewed Financial Statement	§1365(a)
Notice of Assessment Increase / Special Assessment	30 to 60 Days Before Effective Date	§1366(d)
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(d) §1367.1(a)
Notice of Collection Rights & Duties - Form [Revised for 2006]	Within 60 Days Prior to Beginning of Fiscal Year	§1365.1
Notice of Right to Submit Secondary Addresses for Collection Notices	With Pro Forma Budget	§1367.1(k)
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(e)
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)
Alternative Dispute Resolution Rights Summary	With Pro Forma Budget or in any General Mailing	§1369.590
Internal Dispute Resolution Rights ("Meet and Confer")	In Alternative Dispute Resolution Rights Summary	§1363.850
Architectural Guidelines and Procedures	Annually	§1378

ADDITIONAL FINANCIAL DISCLOSURES

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(b)
Notice of Right to Receive Annual Report	Within 120 Days After Close of Fiscal Year	Corp. Code §8321

RESERVES

Reserve Study	Prepared Every 3 Years & Updated Annually / In Pro Forma Budget	§1365(a) §1365.5(e)
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)

DOCUMENTS TO SELLERS AND MEMBERS / OTHER

Disclosure to Sellers	Within 10 Days of Receiving Written Request	§1368
Document Request Costs [Beginning July 2006]	Before Costs are Incurred	§1365.2(c)
Statement of Non-Incorporation	If Applicable, With Disclosure to Sellers	§1368(a)
Notice of Age-Restricted Community	If Applicable, With Disclosures to Sellers	§1368(a)
Statement Regarding Discriminatory Covenants - Form [Revised for 2006]	When Providing Any Governing Document	Gov't Code §12956.1

MEETINGS

Notice of Board Meetings	Posted in Common Areas, Mailed to Requesting Owners, At Least 4 Days Prior to Meeting	§1363.05(g)
Notice of Right to Minutes of Board Meetings	With Pro Forma Budget or in any General Mailing	§1363.05(e)
Notice of Intent to Make Certain Rule Changes Affecting Member/Owner Rights	At Least 30 Days Prior to Board Adoption at Open Board Meeting; Non-Covered Rules and Emergency Rules Excepted	§1357.130(a)
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)

ARCHITECTURAL CONTROL / RULE-MAKING

Architectural Guidelines and Procedures	Annually	§1378
Notice of Right to Appeal Denied Application	With Written Denial	§1378
Notice of Intent to Make Certain Rule Changes Affecting Member/Owner Rights	At Least 30 Days Prior to Board Adoption at Open Board Meeting; Non-Covered Rules and Emergency Rules Excepted	§1357.130(a)
Notice of Adoption of Certain Rules 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

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)
Alternative Dispute Resolution Rights Summary	With Pro Forma Budget or in any General Mailing	§1369.590
Internal Dispute Resolution ("Meet and Confer")	In Alternative Dispute Resolution Rights Summary	§1363.850

LIENS / COLLECTIONS

Notice of Right to Submit Secondary Addresses for Collection Notices	With Pro Forma Budget	§1367.1(k)
Pre-Lien Notice	At Least 30 Days Before Recording Lien	§1367.1(a)
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(d) §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)

INSURANCE

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(e)
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CONSTRUCTION DEFECTS

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
Receipt / Expenditure of Construction Defect Award / Settlement Monies	In Pro Forma Budget or in Reviewed Financial Statement	§1365(a)

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 On-Site or Management Address	§1363.6