

AMENDED IN ASSEMBLY APRIL 25, 2011

AMENDED IN ASSEMBLY APRIL 15, 2011

CALIFORNIA LEGISLATURE—2011–12 REGULAR SESSION

**ASSEMBLY BILL**

**No. 771**

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**Introduced by Assembly Member Butler**

February 17, 2011

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An act to amend Sections 1365 and 1368 of, and to add Section 1368.2 to, the Civil Code, relating to common interest developments.

LEGISLATIVE COUNSEL'S DIGEST

AB 771, as amended, Butler. Common interest developments: requests for documents: fees.

The Davis-Stirling Common Interest Development Act requires an owner of a separate interest in a common interest development to provide specified documents to a prospective purchaser of that interest. Existing law requires a homeowners' association to provide these documents to the owner of the separate interest within 10 days of the mailing or delivery of the request and limits the amount of fees charged for the provision of the documents to the association's actual costs to procure, prepare, and reproduce the requested documents.

This bill would require the association to provide a statement describing the fees that may be charged to a seller to procure, prepare, and reproduce, *and deliver* the documents. The bill would ~~provide that the timeframe for the provision of, and the limitation of the amount of fees charged for, the specified documents also apply to an agent, as defined, of the association that provides the documents to an owner of a separate interest in a common interest development~~ *require that the association also provide a copy of the specified minutes of the meetings*

*of the association’s board of directors in this connection. This bill would also require an association or an agent of the association to provide a written or electronic estimate of the fees that will be assessed for the provision of the specified documents. The bill would permit the association or association’s agent to charge a reasonable fee for procuring, preparing, reproducing, and delivering the requested documents and would prohibit charging additional fees for electronic delivery of documents. The bill would permit the association to contract with any person or entity to facilitate compliance with specified requirements in this regard, subject to the same standards required of the association. The bill would require the owner of a separate interest to also provide a form for billing disclosures, as specified, to a prospective purchaser, and would also require the association to provide this form, at the owner’s request.*

~~This bill contains legislative findings and declarations in support of the proposed changes.~~

Vote: majority. Appropriation: no. Fiscal committee: no.  
 State-mandated local program: no.

*The people of the State of California do enact as follows:*

- 1 SECTION 1. (a) The Legislature finds and declares:
- 2 (1) ~~That subdivision (b) of Section 1368 of the Civil Code,~~
- 3 ~~which limits the amount of fees charged by an association of a~~
- 4 ~~common interest development for the provision of specified items~~
- 5 ~~to a seller of a separate interest in a common interest development~~
- 6 ~~to a reasonable amount based upon the association’s cost to~~
- 7 ~~procure, prepare, and reproduce the requested items, was intended~~
- 8 ~~to apply to any person that provided those items.~~
- 9 (2) ~~That the decision of Berryman v. Merit Property~~
- 10 ~~Management, Inc. (2007) 152 Cal.App.4th 1544, in which the~~
- 11 ~~court held that subdivision (b) of Section 1368 of the Civil Code~~
- 12 ~~is limited to fees charged by the association of the common interest~~
- 13 ~~development and does not apply to an agent of the association,~~
- 14 ~~does not reflect the Legislature’s intent as to fees that may be~~
- 15 ~~charged for the provision of the items.~~
- 16 (b) ~~It is the intent of the Legislature that the amendments~~
- 17 ~~proposed by this act clarify the process for assessing fees charged~~
- 18 ~~for the provision of specified items to a seller of a separate interest~~
- 19 ~~in a common interest development.~~

1 ~~SEC. 2.~~

2 *SECTION 1.* Section 1365 of the Civil Code is amended to  
3 read:

4 1365. Unless the governing documents impose more stringent  
5 standards, the association shall prepare and distribute to all of its  
6 members the following documents:

7 (a) A pro forma operating budget, which shall include all of the  
8 following:

9 (1) The estimated revenue and expenses on an accrual basis.

10 (2) A summary of the association's reserves based upon the  
11 most recent review or study conducted pursuant to Section 1365.5,  
12 based only on assets held in cash or cash equivalents, which shall  
13 be printed in boldface type and include all of the following:

14 (A) The current estimated replacement cost, estimated remaining  
15 life, and estimated useful life of each major component.

16 (B) As of the end of the fiscal year for which the study is  
17 prepared:

18 (i) The current estimate of the amount of cash reserves necessary  
19 to repair, replace, restore, or maintain the major components.

20 (ii) The current amount of accumulated cash reserves actually  
21 set aside to repair, replace, restore, or maintain major components.

22 (iii) If applicable, the amount of funds received from either a  
23 compensatory damage award or settlement to an association from  
24 any person or entity for injuries to property, real or personal, arising  
25 out of any construction or design defects, and the expenditure or  
26 disposition of funds, including the amounts expended for the direct  
27 and indirect costs of repair of construction or design defects. These  
28 amounts shall be reported at the end of the fiscal year for which  
29 the study is prepared as separate line items under cash reserves  
30 pursuant to clause (ii). Instead of complying with the requirements  
31 set forth in this clause, an association that is obligated to issue a  
32 review of their financial statement pursuant to subdivision (b) may  
33 include in the review a statement containing all of the information  
34 required by this clause.

35 (C) The percentage that the amount determined for purposes of  
36 clause (ii) of subparagraph (B) equals the amount determined for  
37 purposes of clause (i) of subparagraph (B).

38 (D) The current deficiency in reserve funding expressed on a  
39 per unit basis. The figure shall be calculated by subtracting the  
40 amount determined for purposes of clause (ii) of subparagraph (B)

1 from the amount determined for purposes of clause (i) of  
2 subparagraph (B) and then dividing the result by the number of  
3 separate interests within the association, except that if assessments  
4 vary by the size or type of ownership interest, then the association  
5 shall calculate the current deficiency in a manner that reflects the  
6 variation.

7 (3) A statement as to all of the following:

8 (A) Whether the board of directors of the association has  
9 determined to defer or not undertake repairs or replacement of any  
10 major component with a remaining life of 30 years or less,  
11 including a justification for the deferral or decision not to undertake  
12 the repairs or replacement.

13 (B) Whether the board of directors of the association, consistent  
14 with the reserve funding plan adopted pursuant to subdivision (e)  
15 of Section 1365.5, has determined or anticipates that the levy of  
16 one or more special assessments will be required to repair, replace,  
17 or restore any major component or to provide adequate reserves  
18 therefor. If so, the statement shall also set out the estimated amount,  
19 commencement date, and duration of the assessment.

20 (C) The mechanism or mechanisms by which the board of  
21 directors will fund reserves to repair or replace major components,  
22 including assessments, borrowing, use of other assets, deferral of  
23 selected replacements or repairs, or alternative mechanisms.

24 (D) Whether the association has any outstanding loans with an  
25 original term of more than one year, including the payee, interest  
26 rate, amount outstanding, annual payment, and when the loan is  
27 scheduled to be retired.

28 (4) A general statement addressing the procedures used for the  
29 calculation and establishment of those reserves to defray the future  
30 repair, replacement, or additions to those major components that  
31 the association is obligated to maintain. The report shall include,  
32 but need not be limited to, reserve calculations made using the  
33 formula described in paragraph (4) of subdivision (b) of Section  
34 1365.2.5, and may not assume a rate of return on cash reserves in  
35 excess of 2 percent above the discount rate published by the Federal  
36 Reserve Bank of San Francisco at the time the calculation was  
37 made.

38 The summary of the association's reserves disclosed pursuant  
39 to paragraph (2) shall not be admissible in evidence to show  
40 improper financial management of an association, provided that

1 other relevant and competent evidence of the financial condition  
2 of the association is not made inadmissible by this provision.

3 Notwithstanding a contrary provision in the governing  
4 documents, a copy of the operating budget shall be annually  
5 distributed not less than 30 days nor more than 90 days prior to  
6 the beginning of the association's fiscal year.

7 (b) Commencing January 1, 2009, a summary of the reserve  
8 funding plan adopted by the board of directors of the association,  
9 as specified in paragraph (4) of subdivision (e) of Section 1365.5.  
10 The summary shall include notice to members that the full reserve  
11 study plan is available upon request, and the association shall  
12 provide the full reserve plan to any member upon request.

13 (c) A review of the financial statement of the association shall  
14 be prepared in accordance with generally accepted accounting  
15 principles by a licensee of the California Board of Accountancy  
16 for any fiscal year in which the gross income to the association  
17 exceeds seventy-five thousand dollars (\$75,000). A copy of the  
18 review of the financial statement shall be distributed within 120  
19 days after the close of each fiscal year.

20 (d) Instead of the distribution of the pro forma operating budget  
21 required by subdivision (a), the board of directors may elect to  
22 distribute a summary of the pro forma operating budget to all of  
23 its members with a written notice that the pro forma operating  
24 budget is available at the business office of the association or at  
25 another suitable location within the boundaries of the development,  
26 and that copies will be provided upon request and at the expense  
27 of the association. If any member requests that a copy of the pro  
28 forma operating budget required by subdivision (a) be mailed to  
29 the member, the association shall provide the copy to the member  
30 by first-class United States mail at the expense of the association  
31 and delivered within five days. The written notice that is distributed  
32 to each of the association members shall be in at least 10-point  
33 boldface type on the front page of the summary of the budget.

34 (e) A statement describing the association's policies and  
35 practices in enforcing lien rights or other legal remedies for default  
36 in payment of its assessments against its members shall be annually  
37 delivered to the members not less than 30 days nor more than 90  
38 days immediately preceding the beginning of the association's  
39 fiscal year.

1 (f) (1) A summary of the association’s property, general  
2 liability, earthquake, flood, and fidelity insurance policies, which  
3 shall be distributed not less than 30 days nor more than 90 days  
4 preceding the beginning of the association’s fiscal year, that  
5 includes all of the following information about each policy:

- 6 (A) The name of the insurer.
- 7 (B) The type of insurance.
- 8 (C) The policy limits of the insurance.
- 9 (D) The amount of deductibles, if any.

10 (2) The association shall, as soon as reasonably practicable,  
11 notify its members by first-class mail if any of the policies  
12 described in paragraph (1) have lapsed, been canceled, and are not  
13 immediately renewed, restored, or replaced, or if there is a  
14 significant change, such as a reduction in coverage or limits or an  
15 increase in the deductible, as to any of those policies. If the  
16 association receives any notice of nonrenewal of a policy described  
17 in paragraph (1), the association shall immediately notify its  
18 members if replacement coverage will not be in effect by the date  
19 the existing coverage will lapse.

20 (3) To the extent that any of the information required to be  
21 disclosed pursuant to paragraph (1) is specified in the insurance  
22 policy declaration page, the association may meet its obligation  
23 to disclose that information by making copies of that page and  
24 distributing it to all of its members.

25 (4) The summary distributed pursuant to paragraph (1) shall  
26 contain, in at least 10-point boldface type, the following statement:  
27 “This summary of the association’s policies of insurance provides  
28 only certain information, as required by subdivision (f) of Section  
29 1365 of the Civil Code, and should not be considered a substitute  
30 for the complete policy terms and conditions contained in the actual  
31 policies of insurance. Any association member may, upon request  
32 and provision of reasonable notice, review the association’s  
33 insurance policies and, upon request and payment of reasonable  
34 duplication charges, obtain copies of those policies. Although the  
35 association maintains the policies of insurance specified in this  
36 summary, the association’s policies of insurance may not cover  
37 your property, including personal property or, real property  
38 improvements to or around your dwelling, or personal injuries or  
39 other losses that occur within or around your dwelling. Even if a  
40 loss is covered, you may nevertheless be responsible for paying

1 all or a portion of any deductible that applies. Association members  
2 should consult with their individual insurance broker or agent for  
3 appropriate additional coverage.”

4 (g) A statement describing the fees that may be charged to a  
5 seller to procure, prepare, ~~and reproduce~~ *reproduce, and deliver*  
6 documents pursuant to the requirements of Section ~~1368~~. ~~The~~  
7 ~~statement shall provide the date that the estimate was prepared and~~  
8 ~~the period of time that the fees are valid. The statement shall be~~  
9 ~~updated when the association revises the fees.~~ *1368, accompanied*  
10 *by a form compiled pursuant to Section 1368.2. A new statement*  
11 *and form shall be provided when the fees or required information*  
12 *changes.*

13 ~~SEC. 3.~~

14 *SEC. 2.* Section 1368 of the Civil Code is amended to read:

15 1368. (a) The owner of a separate interest, other than an owner  
16 subject to the requirements of Section 11018.6 of the Business and  
17 Professions Code, shall, as soon as practicable before transfer of  
18 title to the separate interest or execution of a real property sales  
19 contract therefor, as defined in Section 2985, provide the following  
20 to the prospective purchaser ~~with a copy of the completed form~~  
21 ~~specified in Section 1368.2:~~

22 (1) A copy of the governing documents of the common interest  
23 development, including any operating rules, and including a copy  
24 of the association’s articles of incorporation, or, if not incorporated,  
25 a statement in writing from an authorized representative of the  
26 association that the association is not incorporated.

27 (2) If there is a restriction in the governing documents limiting  
28 the occupancy, residency, or use of a separate interest on the basis  
29 of age in a manner different from that provided in Section 51.3, a  
30 statement that the restriction is only enforceable to the extent  
31 permitted by Section 51.3 and a statement specifying the applicable  
32 provisions of Section 51.3.

33 (3) A copy of the most recent documents distributed pursuant  
34 to Section 1365.

35 (4) A true statement in writing obtained from an authorized  
36 representative of the association as to the amount of the  
37 association’s current regular and special assessments and fees, any  
38 assessments levied upon the owner’s interest in the common  
39 interest development that are unpaid on the date of the statement,  
40 and any monetary fines or penalties levied upon the owner’s

1 interest and unpaid on the date of the statement. The statement  
2 obtained from an authorized representative shall also include true  
3 information on late charges, interest, and costs of collection which,  
4 as of the date of the statement, are or may be made a lien upon the  
5 owner's interest in a common interest development pursuant to  
6 Section 1367 or 1367.1.

7 (5) A copy or a summary of any notice previously sent to the  
8 owner pursuant to subdivision (h) of Section 1363 that sets forth  
9 any alleged violation of the governing documents that remains  
10 unresolved at the time of the request. The notice shall not be  
11 deemed a waiver of the association's right to enforce the governing  
12 documents against the owner or the prospective purchaser of the  
13 separate interest with respect to any violation. This paragraph shall  
14 not be construed to require an association to inspect an owner's  
15 separate interest.

16 (6) A copy of the preliminary list of defects provided to each  
17 member of the association pursuant to Section 1375, unless the  
18 association and the builder subsequently enter into a settlement  
19 agreement or otherwise resolve the matter and the association  
20 complies with Section 1375.1. Disclosure of the preliminary list  
21 of defects pursuant to this paragraph does not waive any privilege  
22 attached to the document. The preliminary list of defects shall also  
23 include a statement that a final determination as to whether the list  
24 of defects is accurate and complete has not been made.

25 (7) A copy of the latest information provided for in Section  
26 1375.1.

27 (8) Any change in the association's current regular and special  
28 assessments and fees which have been approved by the  
29 association's board of directors, but have not become due and  
30 payable as of the date disclosure is provided pursuant to this  
31 subdivision.

32 (9) A copy of the most recent 12 months of minutes *of the*  
33 *meetings of the association's board of directors that were* approved  
34 by the association's board of directors.

35 (b) (1) ~~Upon receipt of an electronic or written request, the~~  
36 ~~association, or the agent of the association,~~ shall, within 10 days  
37 of the mailing or delivery of the request, provide the owner of a  
38 separate interest, or any other recipient authorized by the owner,  
39 with a copy of the requested ~~items~~ *documents* specified in  
40 paragraphs (1) to (9), inclusive, of subdivision (a). Upon receipt

1 of a written or electronic request, the association or the agent of  
2 the association shall provide a written or electronic estimate of the  
3 fees that will be assessed for providing the requested items. The  
4 items documents. *The documents* required to be made available  
5 pursuant to this section may be maintained in electronic form, and  
6 shall may be posted on the Internet Web site, if any, of the  
7 association or agent of the association, and shall be accessible to  
8 the owner or any other recipient authorized by the owner  
9 association's Internet Web site. Requesting parties shall have the  
10 option of receiving the items documents by electronic transmission  
11 if the association, or the association's agent, maintains the items  
12 documents in electronic form. The association or the association's  
13 agent may collect a reasonable fee for the procurement, preparation,  
14 reproduction, and delivery of the items documents requested  
15 pursuant to the provisions of this section.

16 (2) No additional fees may be charged by the association for  
17 the electronic delivery of the items documents requested.

18 (3) Fees for any documents or items not required by this section  
19 shall not be charged or assessed at the time fees are charged for  
20 the items provided pursuant to this section. Fees for items provided  
21 pursuant to this section shall be separate from any other fee, fine,  
22 or assessment.

23 (4) Any payment for the provision of items pursuant to this  
24 section shall not be processed until the required items are delivered  
25 to the owner or any other recipient authorized by the owner.

26 (5) Fees for any items not required to be provided under this  
27 section shall be paid at the close of escrow, or if there is no escrow,  
28 at the transfer of title, unless otherwise agreed to by the owner and  
29 any other recipient authorized by the owner. *shall be distinguished*  
30 *from other fees, fines, or assessments billed as part of the transfer*  
31 *or sales transaction. Delivery of the documents required by this*  
32 *section shall not be conditioned upon, or required to be combined*  
33 *with, any other documents, items or services.*

34 (4) *An association may contract with any person or entity to*  
35 *facilitate compliance with the requirements of this subdivision on*  
36 *behalf of the association, subject to the same standards required*  
37 *of the association.*

38 (5) *The association shall also provide a recipient authorized*  
39 *by the owner of a separate interest with a copy of the completed*

1 *form specified in Section 1368.2 at the time the required documents*  
2 *are delivered.*

3 (c) (1) Except as provided in paragraph (2), neither an  
4 association nor a community service organization or similar entity  
5 may impose or collect any assessment, penalty, or fee in connection  
6 with a transfer of title or any other interest except for the following:

7 (A) An amount not to exceed the association's actual costs to  
8 change its records.

9 (B) An amount authorized by subdivision (b).

10 (2) The prohibition in paragraph (1) does not apply to a  
11 community service organization or similar entity, or to a nonprofit  
12 entity that provides services to a common interest development  
13 under a declaration of trust, that is described in subparagraph (A)  
14 or (B):

15 (A) The community service organization or similar entity  
16 satisfies both of the following requirements:

17 (i) The community service organization or similar entity was  
18 established prior to February 20, 2003.

19 (ii) The community service organization or similar entity exists  
20 and operates, in whole or in part, to fund or perform environmental  
21 mitigation or to restore or maintain wetlands or native habitat, as  
22 required by the state or local government as an express written  
23 condition of development.

24 (B) The community service organization or similar entity, or a  
25 nonprofit entity that provides services to a common interest  
26 development under a declaration of trust, satisfies all of the  
27 following requirements:

28 (i) The organization or entity is not an organization or entity  
29 described in subparagraph (A).

30 (ii) The organization or entity was established and received a  
31 transfer fee prior to January 1, 2004.

32 (iii) On and after January 1, 2006, the organization or entity  
33 offers a purchaser the following payment options for the fee or  
34 charge it collects at time of transfer:

35 (I) Paying the fee or charge at the time of transfer.

36 (II) Paying the fee or charge pursuant to an installment payment  
37 plan for a period of not less than seven years. If the purchaser  
38 elects to pay the fee or charge in installment payments, the  
39 organization or entity may also collect additional amounts that do  
40 not exceed the actual costs for billing and financing on the amount

1 owed. If the purchaser sells the separate interest before the end of  
2 the installment payment plan period, he or she shall pay the  
3 remaining balance prior to transfer.

4 (3) For the purposes of this subdivision, a “community service  
5 organization or similar entity” means a nonprofit entity, other than  
6 an association, that is organized to provide services to residents  
7 of the common interest development or to the public in addition  
8 to the residents, to the extent community common areas or facilities  
9 are available to the public. A “community service organization or  
10 similar entity” does not include an entity that has been organized  
11 solely to raise moneys and contribute to other nonprofit  
12 organizations that are qualified as tax exempt under Section  
13 501(c)(3) of the Internal Revenue Code and that provide housing  
14 or housing assistance.

15 (d) Any person or entity who willfully violates this section is  
16 liable to the purchaser of a separate interest that is subject to this  
17 section for actual damages occasioned thereby and, in addition,  
18 shall pay a civil penalty in an amount not to exceed five hundred  
19 dollars (\$500). In an action to enforce this liability, the prevailing  
20 party shall be awarded reasonable attorneys’ fees.

21 (e) Nothing in this section affects the validity of title to real  
22 property transferred in violation of this section.

23 (f) In addition to the requirements of this section, an owner  
24 transferring title to a separate interest shall comply with applicable  
25 requirements of Sections 1133 and 1134.

26 (g) For the purposes of this section, a person who acts as a  
27 community association manager is an agent, as defined in Section  
28 2297, of the association.

29 (h) For purposes of this section “agent of the association” means  
30 any person or entity providing the items for, or acting on behalf  
31 of, the association pursuant to the requirements of this section.

32 ~~SEC. 4.~~

33 *SEC. 3.* Section 1368.2 is added to the Civil Code, to read:

34 1368.2. The form for billing disclosures required by Section  
35 1368 shall be in substantially the following form:

36  
37 ~~Form for Billing of Disclosures Required by Section 1368~~ *CHARGES FOR*  
38 *DOCUMENTS PROVIDED AS REQUIRED BY SECTION 1368*

39  
40 Property Address \_\_\_\_\_

1 Owner of Property \_\_\_\_\_  
 2 Owner's Mailing Address \_\_\_\_\_  
 3 (If known or different from property address.)

4  
 5 Provider of the Section 1368 Items:  
 6  
 7 \_\_\_\_\_

8 Print Name Position or Title Association or Agent Date Form Completed  
 9

10 Check or Complete Applicable Column Below

11 Item	Civil Code	Included	Not Available (N/A)
12	Section		or Not Applicable
13			(N/App)
14 Articles of Incorporation	Section	=====	=====
15 or statement that not	1368(a)(1)		
16 incorporated			
17 CC&Rs	Section	=====	=====
18	1368(a)(1)		
19 Bylaws	Section	=====	=====
20	1368(a)(1)		
21 Operating Rules	Section	=====	=====
22	1368(a)(1)		
23 Age restrictions, if any	Section	=====	=====
24	1368(a)(2)		
25 Pro forma operating	Sections 1365	=====	=====
26 budget or summary,	and 1368(a)(3)		
27 including reserve study			
28 Assessment and reserve	Sections 1365	=====	=====
29 funding disclosure	and 1368(a)(4)		
30 summary			
31 Financial statement	Sections 1365	=====	=====
32 review	and 1368(a)(3)		
33 Assessment enforcement	Sections 1365	=====	=====
34 policy	and 1368(a)(4)		
35 Insurance summary	Sections 1365	=====	=====
36	and 1368(a)(3)		
37 Regular assessment	Section	=====	=====
38	1368(a)(4)		
39 Special assessment	Section	=====	=====
40	1368(a)(4)		

1	Emergency assessment	Section	=====	=====
2		1368(a)(4)		
3	Other unpaid obligations	Sections 1367.1	=====	=====
4	of seller	and 1368(a)(4)		
5	Approved changes to	Section 1365	=====	=====
6	assessments	and 1368(a)(4),		
7		(8)		
8	Settlement notice	Sections	=====	=====
9	regarding common area	1368(a)(6), (7)		
10	defects	and 1375.1		
11	Preliminary list of defects	Sections	=====	=====
12		1368(a)(6),		
13		1375, and		
14		1375.1		
15	Notice(s) of violation	Sections 1363	=====	=====
16		and 1368(a)(5)		
17	Required statement of	Sections 1365(g)	=====	=====
18	fees	and 1368		
19	Most recent 12	Section	=====	=====
20	mo./minutes	1368(a)(9)		
21				
22	<i>Document</i>	<i>Civil Code Section</i>	<i>Included</i>	<i>Not Available</i> <i>Fees</i>
23				<i>(N/A) or Not</i>
24				<i>Applicable</i>
25				<i>(N/App)</i>
26	<i>Articles of</i>	<i>Section</i>	_____	_____
27	<i>Incorporation or</i>	<i>1368(a)(1)</i>		
28	<i>statement that not</i>			
29	<i>incorporated</i>			
30	<i>CC&amp;Rs</i>	<i>Section</i>	_____	_____
31		<i>1368(a)(1)</i>		
32	<i>Bylaws</i>	<i>Section</i>	_____	_____
33		<i>1368(a)(1)</i>		
34	<i>Operating Rules</i>	<i>Section</i>	_____	_____
35		<i>1368(a)(1)</i>		
36	<i>Age restrictions, if any</i>	<i>Section</i>	_____	_____
37		<i>1368(a)(2)</i>		
38	<i>Pro forma operating</i>	<i>Sections 1365</i>	_____	_____
39	<i>budget or summary,</i>	<i>and 1368(a)(3)</i>		
40	<i>including reserve study</i>			

1	<i>Assessment and reserve</i>	<i>Sections 1365</i>	_____	_____	_____
2	<i>funding disclosure</i>	<i>and 1368(a)(4)</i>			
3	<i>summary</i>				
4	<i>Financial statement</i>	<i>Sections 1365</i>	_____	_____	_____
5	<i>review</i>	<i>and 1368(a)(3)</i>			
6	<i>Assessment enforcement</i>	<i>Sections 1365</i>	_____	_____	_____
7	<i>policy</i>	<i>and 1368(a)(4)</i>			
8	<i>Insurance summary</i>	<i>Sections 1365</i>	_____	_____	_____
9		<i>and 1368(a)(3)</i>			
10	<i>Regular assessment</i>	<i>Section</i>	_____	_____	_____
11		<i>1368(a)(4)</i>			
12	<i>Special assessment</i>	<i>Section</i>	_____	_____	_____
13		<i>1368(a)(4)</i>			
14	<i>Emergency assessment</i>	<i>Section</i>	_____	_____	_____
15		<i>1368(a)(4)</i>			
16	<i>Other unpaid</i>	<i>Sections 1367.1</i>	_____	_____	_____
17	<i>obligations of seller</i>	<i>and 1368(a)(4)</i>			
18	<i>Approved changes to</i>	<i>Section 1365 and</i>	_____	_____	_____
19	<i>assessments</i>	<i>1368(a)(4), (8)</i>			
20	<i>Settlement notice</i>	<i>Sections</i>	_____	_____	_____
21	<i>regarding common area</i>	<i>1368(a)(6), (7)</i>			
22	<i>defects</i>	<i>and 1375.1</i>			
23	<i>Preliminary list of</i>	<i>Sections</i>	_____	_____	_____
24	<i>defects</i>	<i>1368(a)(6),</i>			
25		<i>1375, and 1375.1</i>			
26	<i>Notice(s) of violation</i>	<i>Sections 1363</i>	_____	_____	_____
27		<i>and 1368(a)(5)</i>			
28	<i>Required statement of</i>	<i>Sections 1365(g)</i>	_____	_____	_____
29	<i>fees</i>	<i>and 1368</i>			
30	<i>Most recent 12</i>	<i>Section</i>	_____	_____	_____
31	<i>mo./minutes</i>	<i>1368(a)(9)</i>			
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