






















Homeowners Association CIC Documents Checklist



-  Articles of Incorporation - 7.3.1
-  Bylaws
-  Declarations
-  Party Wall Agreements
-  Articles of Organization
-  Operating Agreement
-  Rules and Regulations
-  Responsible Governance Policies
-  Annual Owner or Member / Director Minutes Current and Prior - 7.3.2
-  Executive Board/Managers Minutes Current and Prior
-  Insurance Policies - 7.3.3
-  Assessments by Unit Type - 7.3.4
-  Operating Budget - 7.3.5 (1)
-  Annual Balance Sheet - 7.3.5 (2)
-  Annual Income Statement
-  Reserves Amounts Beginning Previous Fiscal Year
-  Audit / Review Results - 7.3.5 (3)
-  List of Fees and Charges - 7.3.5 (4)
-  Unpaid Assessments Notice - 7.3.5 (5)
-  Reserve Study - 7.3.5 (6)
-  Construction Defects Action - 7.3.6

7. OWNERS' ASSOCIATION. This Section is applicable if the property is subject to the declaration (Association).

7.1. Common Interest Community Disclosure. THE PROPERTY AND IS SUBJECT TO THE DECLARATION. THE PROPERTY WILL BE REQUIRED TO BE A MEMBER OF THE ASSOCIATION AND WILL BE SUBJECT TO THE BYLAWS AND RULES OF THE ASSOCIATION. THE DECLARATION, BYLAWS AND RULES OF THE ASSOCIATION UPON THE OWNER OF THE PROPERTY COULD PLACE A LIEN ON THE PROPERTY AND MAKE CHANGES TO THE ASSOCIATION'S FINANCIAL OBLIGATIONS OF MEMBERS OF THE ASSOCIATION. READ THE DECLARATION FOR THE COMMON INTEREST COMMUNITY.

HTC Heritage
Title Company

Making Transactions Personal

 **Commonwealth**
LAND-TITLE INSURANCE COMPANY