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## Calendar of YEARLY Legal Requirements for Community Associations\*

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Last Day	Materials to be distributed and/or tasks to be completed	Date Completed
/ /	Pro Forma Operating Budget <b>-or-</b> Summary of Pro Forma Operating Budget Civil Code §§1365(a), Civil Code §1365(c) Timing: 30 to 90 days <i>prior</i> to start of Fiscal Year	_____
/ /	Notice of Members' Right to Alternative Dispute Resolution & Internal Dispute Resolution Process Civil Code §§ 1363.850, 1369.590 Timing: Annually with operating budget or as part of Association's newsletter to owners	_____
/ /	Notice of Members' Rights to Copies of Minutes Civil Code §1363.05(e) Timing: Annually with operating budget or in a general mailing to owners	_____
/ /	Statement of Policies and Practices re: Collection of Assessments Civil Code §1365(e) Timing: 30 to 90 days <i>prior</i> to start of fiscal year	_____
/ /	Statement Regarding Assessments and Foreclosure Civil Code §1365.1(a) Timing: 60 day period <i>prior</i> to start of fiscal year	_____
/ /	Summary of Insurance Coverage (Property, General Liability, Earthquake & Fire) Civil Code §1365(f)(1) Timing: Within 30 to 90 days <i>prior</i> to start of Fiscal Year	_____
/ /	Summary of Requirements for Association Approval of Physical Changes to Property Civil Code §1378(c) Timing: Yearly	_____
/ /	Notice of Members' Right to Submit Secondary Addresses for Notices re Del Assessments Civil Code §1367.1(k) Timing: With Annual Budget	_____
/ /	Annual Review of Financial Statement (only required if gross income > \$75,000/yr) Civil Code §1365(c) Timing: Within 120 days <i>after</i> close of Fiscal Year	_____

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Compliments of  <b>ANGIUS &amp; TERRY LLP</b>	1990 N. California Blvd., Ste. 950 P.O. Box 8077 Walnut Creek, CA 94596 (925) 939-9933	1451 River Park Dr. Suite 285 Sacramento, CA 95815 (916) 567-1400
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