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# HOA HOME SALE DOCUMENTATION

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Documentation Required to be Provided to Home Buyer/Title Company for Home Closing  
Sellers' obligations under Section 7 of the Colorado Real Estate Commission-approved Contract to Buy and  
Sell Real Estate (Residential).

<https://drive.google.com/file/d/1qBqblA3W-82HHZMveCFjmJiax28uXlhC/view>



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<b>Required Documents</b>	<b>Cost to Home Seller/Paid for with HOA Dues</b>
Declaration	HOA Dues (posted on web site, upon request, preparation cost)
Articles of incorporation	HOA Dues (posted on web site, upon request, preparation cost)
By-laws	HOA Dues (posted on web site, upon request, preparation cost)
Articles of organization	HOA Dues (posted on web site, upon request, preparation cost)
Operating agreements	HOA Dues (posted on web site, upon request, preparation cost)
Rules and regulations	HOA Dues (posted on web site, upon request, preparation cost)
Party wall agreements	HOA Dues (posted on web site, upon request, preparation cost)
Responsible governance policies adopted under § 38-33.3-209.5, C.R.S.	HOA Dues (posted on web site, upon request, preparation cost)
Minutes of the annual owners' or members' meeting; such minutes include those provided under the most current annual disclosure required under § 38-33.3-209.4, C.R.S. and minutes of meetings, if	HOA Dues (posted on web site, upon request, preparation cost)

<p>any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding minutes exist, then the most recent minutes, if any.</p>	
<p>Minutes of any executive boards' or managers' meetings; such minutes include those provided under the most current annual disclosure required under § 38-33.3-209.4, C.R.S. and minutes of meetings, if any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding minutes exist, then the most recent minutes, if any.</p>	<p>HOA Dues (posted on web site, upon request, preparation cost)</p>
<p>List of all Association insurance policies as provided in the Association's last Annual Disclosure, including, but not limited to, property, general liability, association director and officer professional liability and fidelity policies. The list must include the company names, policy limits, policy deductibles, additional named insureds and expiration dates of the policies listed.</p>	<p>HOA Dues (posted on web site, upon request, preparation cost)</p>
<p>A list by unit type of the Association's assessments, including both regular and special assessments as disclosed in the last Annual Disclosure.</p>	<p>HOA Dues (posted on web site, upon request, preparation cost)</p>
<p>The most recent financial documents which consist of:</p> <p>(1) the Association's operating budget for the current fiscal year</p> <p>(2) the Association's most recent annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the Association's last Annual Disclosure</p> <p>(3) the results of the Association's most recent available financial audit or review</p> <p>(4) list of the fees and charges (regardless of name of title of such fees or charges) that the Association's community association manager or</p>	<p>HOA Dues (posted on web site, upon request, preparation cost) Note comments provided below that are not part of official list of documents</p>

<p>Association will charge in connection with the Closing including, but not limited to, any fee incident to the issuance of the Association's statement of assessments (Status Letter), any rush or update fee charged for the Status Letter, any record change fee or ownership record transfer fees (Record Change Fee), fees to access documents</p> <p>(5) list of all assessments required to be paid in advance, reserves or working capital due at Closing</p> <p>(6) reserve study, if any.</p>	
<p>Status Letter: statement on home seller's financial status with HOA</p>	<p>This document, with few exceptions, is simply a copy of the home sellers billing statement/final bill that will cost a requesting home owner nothing when requested at any other time and is paid for with HOA dues. There is no legal certification required by any particular party to verify the authenticity and correctness: this final billing should be, by default, correct and accurate in the management company's records.</p>