

Realtors List of HOA Disclosure Documents

Documents/Lists/Notices/	Complete	Date
Declarations		
Articles of incorporation		
Bylaws		
Articles of organization		
Operating agreements		
Rules and regulations		
Party wall agreements		
Responsible governance policies adopted under § 38-33.3-209.5, C.R.S.		
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 any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding minutes exist, then the most recent minutes, if any.		
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.		
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		
A list by unit type of the Association's assessments, including both regular and special assessments as disclosed in the last Annual Disclosure.		
The most recent financial documents which consist of:		
(1) the Association's operating budget for the current fiscal		
(2) the Association's most recent annual financial		
(3) the results of the Association's most recent available financial audit or review		

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<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 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>Any written notice from the Association to Seller of a “construction defect action” under § 38-33.3-303.5, C.R.S. within the past six months and the result of whether the Association approved or disapproved such action.</p>		
<p>These changes to the contract incorporate annual disclosure requirements that have applied to community associations since 2005 under Section 209.4 of the Colorado Common Interest Ownership Act (“CCIOA”). Even though associations must provide many of these documents at no cost to individual owners pursuant to CCIOA, associations can charge to fulfill title company requests for these documents.</p>		

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