



Checklist for **ASSOCIATION DOCUMENTS**

Below is a checklist of the documents that Seller is obligated to provide to Buyer, at Seller's expense, on or before the Association Documents Deadline pursuant to the 2023 Contract to Buy and Sell Real Estate Residential ("Contract"). This list has been created in an effort to facilitate the acquisition of the Association Documents pursuant to a real estate transaction. The Contract is the document that governs the duties and obligations of the Buyer and Seller in relation to a particular real estate transaction, and to the extent that the following list varies from the terms Contract, the terms of the Contract will prevail.

Governing Documents (Section 7.3.1 and 7.3.2)

- Association Declarations
- Articles of Incorporation
- Bylaws, including any revisions or amendments
- Articles of Organization
- Operating Agreements
- Rules and Regulations
- Party Wall Agreements
- Association's Responsible Governance Policies adopted under §38-33.3-209.5, C.R.S.
- Minutes of annual members or owners' meeting
- Minutes of any executive boards' or managers' meetings, which minutes shall include those provided under the most current annual disclosure required under §38-33.3-209.4, C.R.S. (Annual Disclosure), and the minutes of meetings, if any, subsequent to the minutes disclosed in the Annual Disclosure.

Association Insurance Documents (Section 7.3.3)

- List of all Association insurance policies as provided in the Association's last Annual Disclosure, including but not limited to:
 - Property policies
 - General liability
 - Association director and officer professional liability
 - Fidelity

Note: List must include insurance company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the policies.

Association Assessments (Section 7.3.4)

- A list by unit type of the Association's assessment, including both regular and special assessments, as disclosed in the Association's last Annual Disclosure.

Financial Documents (Section 7.3.5)

- Operating budget for the current fiscal year
- Most recent annual financial statements, including any amounts held in reserve for the fiscal year preceding the Association's last Annual Disclosure
- Results of the Association's most recent available financial audit or review
- List of fees and 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 to the Status Letter
 - Any record change fee or ownership record transfer fees (Recording Change Fee)
 - Fees to access documents
 - List of all assessments required to be paid in advance, reserves or working capital due at closing
 - Reserve study

Construction Defect Action Notices

- 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

ComDocPro

Phone: 303-676-8482

Email: docs@comdocpro.com

www.ComDocPro.com



ComDocPro is a wholly owned subsidiary of Land Title Guarantee Company