

DOCUMENT CHECKLIST

ASSOCIATION NAME : _____ TRANSITION DATE: _____

FROM: _____ TO: _____

| DESCRIPTION OF DOCUMENTS | AVAILABLE | NOT AVAIL. |
|--|-----------|------------|
| <u>ASSOCIATION DOCUMENTS:</u> | | |
| 1. Articles | _____ | _____ |
| 2. Bylaws | _____ | _____ |
| A. Original Signed Document | _____ | _____ |
| B. Original Signed Amendments | _____ | _____ |
| 3. CC&R's | _____ | _____ |
| A. Original Recorded Documents | _____ | _____ |
| B. Restatements (if any) | _____ | _____ |
| C. Original Recorded Amendments (if any) | _____ | _____ |
| 4. Rules Adopted - | _____ | _____ |
| A. Architectural Guidelines and Standards | _____ | _____ |
| B. Collection Policy | _____ | _____ |
| C. Recreational Rules | _____ | _____ |
| D. Enforcement Policy | _____ | _____ |
| E. Fine Policy (If separate from enforcement policy) | _____ | _____ |
| F. Other Misc. Rules, Regulations & Procedures Adopted | _____ | _____ |
| 5. Deeds to Common Area Property | _____ | _____ |
| 6. Maintenance Agreements | _____ | _____ |
| 7. Insurance Policies (Workers Comp. - Liability. - Prop. - D&O – Fidelity, Earthquake, Flood, non-owned auto, etc. – Show exceptions below) | _____ | _____ |
| 8. Tract Maps (All other maps available) | _____ | _____ |
| 9. Public Offering Statements, Public Reports or Other Disclosure Docs. | _____ | _____ |
| 10. Original and Revised Landscaping Plans & Drawings | _____ | _____ |
| 11. Irrigation Plans | _____ | _____ |
| 12. "As built" plans - For all Buildings & Structures | _____ | _____ |
| 13. Common Area Facility Plans (Pool House, Roads and Paint, etc.) | _____ | _____ |
| 14. Square Footage for Common Area Facilities | _____ | _____ |
| 15. Lot files (<u>All</u> letters, etc. kept by lot or address) | _____ | _____ |
| 16. Enforcement Files | _____ | _____ |
| A. Computer Listing of Violation History | _____ | _____ |
| B. Listing of any immediate necessary actions | _____ | _____ |
| 17. Architectural Files | _____ | _____ |
| A. Open Architectural Files | _____ | _____ |
| B. Computer listing of Architectural status of each lot | _____ | _____ |
| 18. All prior year records - Multiple Boxes (#) | _____ | _____ |
| 19. Warranty information on facilities (If available) | _____ | _____ |
| 20. Inventory of all Association Property | _____ | _____ |
| 21. List of manufactures of paints, roofing materials, etc. | _____ | _____ |
| 22. Injury prevention program - Employees | _____ | _____ |
| 23. Facility Keys – (Pool Equipment Room, Club House, etc.) | _____ | _____ |
| 24. Pool Key Log by Lot | _____ | _____ |
| 25. All Misc. Correspondence files | _____ | _____ |
| 26. Minute Book (All past Minutes Available) | _____ | _____ |
| 27. Executive Session Minute Book | _____ | _____ |
| 28. Member Roster – (Listing of Mortgage Holders as well) | _____ | _____ |
| 29. Board & Committee Member Roster | _____ | _____ |
| 30. Appraiser - Lender Disclosure Sheet (If available) | _____ | _____ |

- 31. Litigation disclosure letters (If any) _____
- 32. Listing of emergency numbers and contacts _____
- 33. Any other plans unique to this Association _____

FINANCIAL DOCUMENTS:

- 1. Prior year Financial Statements (Years _____ Thru _____) _____
- 2. Prior year Audits (Years _____ Thru _____) _____
- 3. All Tax Returns – Prior Years _____
- 4. Budget - Current Year (Including Worksheets) _____
- 5. Any Tax Exempt Election Filings (If applicable) _____
- 6. Year to Date Financial Statement _____
 - A. Balance Sheet & Income Statement _____
 - B. Aged Delinquency Report & General Ledger _____
 - C. Individual History Report on All Delinquent Accounts _____
 - D. Bills Paid _____
- 7. All Bank Accounts & Control of the funds _____
- 8. Reserve Study _____
- 9. Disclosure Listing of Any Subsidy’s Provided by Developer _____

CONTRACTS

- 1. Professional Agreements _____
 - A. Legal Agreements (Including Settlement Agreements) _____
 - B. Trustee Agreements _____
 - C. Employee Contracts _____
 - D. Construction Contracts _____
 - E. Other Agreements _____
 - F. Original Service Contracts _____
 - G. Pool Service _____
 - H. Gate Service Contract _____
 - I. Landscaping and/or tree contractor(s) _____
 - J. Animal Control Contract _____
 - K. Any Other Service Contracts _____
- 2. All Other Contracts (List) _____

DEVELOPER PROVISIONS (NRS 116.31038) IF APPLICABLE CHECK HERE:

- 1. The original or a certified copy of the recorded declaration as amended, the association’s articles of incorporation if the association is incorporated, bylaws, minute books and other books and records of the association and any rules or regulations which may have been adopted. _____
- 2. An accounting (and audit) for money of the association and financial statements from the date the association received money to the date the period of the declarant’s control ends, which includes any ancillary period. _____
- 3. A complete study of the reserves of the association. _____
- 4. Subsidies on a per unit or per lot basis. _____
- 5. Association Funds in his Control. _____
- 6. All Association Tangible Property _____

- 7. A copy of any plans and specifications used in the construction of the improvements in the common-interest community which were completed within 2 years before the declaration was recorded. _____
- 8. All insurance policies then in force, in which the units' owners, the association, or its directors and officers are named as insured persons. _____
- 9. Copies of any certificates of occupancy that may have been issued with respect to any improvements comprising the common-interest community other than units in a planned community. _____
- 10. Any renewable permits and approvals issued by governmental bodies applicable to the common-interest community which are in force and any other permits and approvals so issued and applicable which are required by law to be kept on the premises of the community. _____
- 11. Written warranties of the contractor, subcontractors, suppliers and manufacturers that are still effective. _____
- 12. A roster of owners and mortgagees of units and their addresses and telephone numbers, if known, as shown on the declarant's records. _____
- 13. Contracts of employment in which the association is a contracting party. _____
- 14. Any contract for service in which the association is a contracting party or in which the association or the units' owners have any obligation to pay a fee to the persons performing the services. _____

ASSURANCES (Recommended by CAI):

- 1. A statement that the street, traffic, safety, and regulatory signs are installed in conformance with applicable state or local ordinances and with the association's legal documents. _____
- 2. Confirmation from appropriate local authorities that the fire hydrants have been placed under the local government maintenance plan, if applicable. _____
- 3. Confirmation that the city or county emergency communication centers have mapped the association for the dispatch of emergency vehicles; make sure that addresses on private streets are visible to emergency personnel. _____
- 4. A statement of determination of public agency or utility responsibility for the maintenance of the street lights and sewer systems. _____
- 5. A statement that appropriate public agencies have or have not released the completion bonds on the improvements where those bonds are required. _____

Noted Exceptions: _____

Received By: _____ Date: _____
(Print & Sign Name)

Received From: _____
(Print & Sign Name)