

# HOA Documents Request

## **Association Documents Checklist**

*These are the documents under Section 7 of the Colorado Commission Approved **Contract to Buy And Sell Real Estate (Residential)** (the "Contract") that require the SELLER or the subject Association to deliver to the BUYER by the **Association Documents Deadline** -- entered as Item 8, Section 3 (DATES AND DEADLINES) of the Contract:*

Please email these documents ASAP to:

Property address under contract:

## **Governing Documents**

- Declaration of Covenants Conditions and Restrictions
- Articles of Incorporation
- Bylaws
- Rules and Regulations (sometimes called Design Guidelines)
- Party Wall Agreements (only for condos and townhomes)
  
- Minutes of most recent Annual Owner's Meeting (should have occurred within the previous 12 months)
  
- Minutes of any directors' or managers' meetings during the six-month period immediately preceding the date of the Contract; if none of these minutes exist, then the most recent minutes regardless of timeframe

## **Financial Documents:**

The most recent financial documents which consist of:

- Last fiscal year-end balance sheet
- Current balance sheet (within past 60 days of Contract date)
- Last fiscal year-end income and expenditures statement
- Current income and expenditures statement (within past 60 days of Contract date)
- Current year's annual budget (operating and reserves)
- Reserve Study
- Notice of unpaid assessments (summation of assessments owed to the Association)

Thank you!