

## **Disclosure Certificate & Transfer Fee**

### Transfer Fee

Welcome letter - including Financial Structure - Dues, etc.

Orientation Package to new member set-up financial software and property file.

1. Governing Document
2. Articles of Incorporation
3. CCR's - Covenants, Conditions, Restrictions for the Creation and Maintenance of  
planned Residential development
4. By-laws of the Association - Rules of the Association
5. Architectural Control Committee Guidelines

### Disclosure Certificate

1. Declaration of the Association - Governing Documents - Articles of Incorporation
2. The bylaws of the Association
3. Covenants, Conditions and Restrictions.
4. Rules of the Association - By-laws and Guidelines
5. Disclosure Certificate from the Association. - Financial Statement.

Operating Budget

Financial Statement Summary

Approved Annual Meeting & Board Meeting Minutes