

# **REALTOR & TITLE COMPANY TRANSACTION AND CHECKLIST INFORMATION**

**Latest Update: 7/12/2014**

## **Contact**

Pinebrook HOA 2108 Flanders Drive P.O. Box 718 Arnold, CA 95223-0718,  
Phone/fax: (209) 795-2900, e-mail: [pinebrook@pinebrookhoa.org](mailto:pinebrook@pinebrookhoa.org), website: [www.pinebrookhoa.com](http://www.pinebrookhoa.com)

## **Purpose**

To define the information required by realtor and title companies for the purchase or prospective purchase of property in Pinebrook.

## **Policy**

Pinebrook provides property transfer data in accordance with state laws through this document.

## **Procedure**

1. When information is requested by a Realtor, Title Company, or prospective purchaser, the Pinebrook website ([www.pinebrookhoa.com](http://www.pinebrookhoa.com)) provides all the information required by state laws/statutes plus more. A request will be signed and returned with this document which allows access to all needed information or will allow the requestor to purchase hard copy of the documentation for \$45.

- . Realtor & Title Company Transaction and Checklist Information
- . Articles of Incorporation
- . Pinebrook CC&Rs (Rules and Regulations)
- . Pinebrook Bylaws
- . All Policies & Procedures (These are for property owners: 3,5,6,7,12,17,18,19,21 and 29 including all forms/attachments under each)
- . Latest Financials: Actual vs Budget Statement
- . Latest Financials: Balance Sheet Statement
- . Pinebrook Board Meeting Minutes (last twelve months)
- . Annual Operating Budget & R3 Budget with Assessment (Annual Meeting Report)

Find the following off of the main website page:

- . Newsletters
- . Pinebrook Board Member Contact List

2. Fees for providing documents in hard copy form and mailed/delivered is \$45

Provided By: Pinebrook HOA: Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PROPERTY TRANSFER CHECKLIST

The information contained in this form summarizes information typically requested by Realtors, Property Sellers and Buyers and Title companies concerning "static" information about the Pinebrook Subdivision located in Arnold, California.

ITEM	STATUS
1. Rules and Regulation	In CC&R's, Policy and Procedures, or Posted.
2. Age Restrictions, if any	None
3. Insurance: State Farm Policy # 90-XJ-8836-0 Steve Hayward (209-736-5910) 1270 Suzanne Dr, Angels Camp, CA 95222	HOA \$2M liability coverage, Board of Directors \$2M liability coverage, Fire Insurance
4. Regular Assessments Late Penalty	House: \$255/ year; Bare Lot: \$145 / year due 9/1 \$25 plus 10% on 10/1; 1% per month starting 11/1
5. Special Assessment	Board can assess 5% of revenue a year. HOA approval beyond that. None exist/pending.
6. Emergency Assessment	None to date nor anticipated.
7. Other Unpaid Obligations of Seller	None Known
8. Approved Changes to Annual Assessment	Board can increase by up to 20% per year.
9. Settlement Notice Regarding Common Area Defects	None
10. Preliminary List of Defects	None known
11. Restrictions/Prohibition of Renting/Leasing	None
12. Required Statement of Fees	None (No Fees)
13. Pending or Anticipated Claims or Litigation by or against HOA	None Known
14. Number of Designated Parking Spaces	Not designated; room for many
15. Location of Parking Spaces	Beach front, Town Hall, and RV area
16. Number of Designated Storage Spaces	None
17. Location of Storage Spaces	None
18. Private Transfer or Taxes	\$100 Ownership Change Transfer Fee
19. Pet Restrictions	Refer to CC&Rs/Policy & Procedures Posted.
20. Smoking Restrictions	California Law
21. Any Other Document Required by Law	None
22. Name and Contact Information of Other HOA's Governing Property	None

I acknowledge receipt of this information checklist sheet and knowledge of the access to all required HOA documents as shown on the first information page via the Pinebrook website..

**PLEASE RETURN A SIGNED COPY TO PINEBROOK**

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Buyer Name	Seller Name	Lot #	Date
P.O./Address	City-State	Home Phone	E-Mail Address