

**Davis-Stirling 2014 Annual Disclosures:  
Cover Letters**

You may recall that as of January 1, 2014, the annual packet to community association members changed. The new packet includes the Annual Budget Report and the Annual Policy Statement containing the information listed in Civil Code sections 5300 and 5310.

The association has the option of sending the entire packet of information to the association members or sending a summary containing a “general description” of the contents of the packet.

Please be aware that when distributing a summary of the annual packet to the association members, the summary must include the form from Civil Code section 5570 entitled, “Assessment and Reserve Funding Disclosure Summary for the Fiscal Year Ending \_\_\_\_.” This form is typically prepared by the reserve study preparer.

We have a Word version of a sample annual packet, both the full report and sample summaries, available for our clients. If you already received our sample summary cover letters, please remember to include the Reserve Funding Disclosure Summary for the Fiscal Year (included in our sample full report) when sending out a summary letter to the association members.

This means you may continue to use the summary letter, with the addition of the form entitled, “Assessment and Reserve Funding Disclosure Summary for the Fiscal Year Ending \_\_\_\_.”

If you have any questions, ask! We are here to help.