

Community Association Specialists, Inc.

Fee Disclosures per Civil Code §4525 Association Documents Available

Most documents are available on the Association's website at no charge to the Owner. The website is www.ArtisanSquare.org The Owner will need their private login and password.

For documents purchased through Community Association Specialists, the following fees apply. Documents are delivered electronically within 24 hours of payment.

Documents:	Amount:
<input type="checkbox"/> Questionnaire/Certification (long 11+questions) OR	\$95.00
<input type="checkbox"/> Questionnaire/Certification (short 1-10 questions)	\$35.00
<input type="checkbox"/> HOA Demand Statement (provided by escrow)	\$0.00
<input type="checkbox"/> Articles of Incorporation	\$5.00
<input type="checkbox"/> Bylaws	\$15.00
<input type="checkbox"/> Declaration of CCR's	25.00
<input type="checkbox"/> Rules and Regulations/Community Handbook	\$15.00
<input type="checkbox"/> Annual Policy Statement	\$25.00
<input type="checkbox"/> Annual Budget/Reserve Study Package	\$25.00
<input type="checkbox"/> Annual Audit or Year End Un-Audited Financial Report.	\$15.00
<input type="checkbox"/> Certificate of Liability Insurance/Fidelity Bond	\$5.00
<input type="checkbox"/> 12 Months Meeting Minutes	\$40.00
<input type="checkbox"/> Violation Disclosure Letter	\$10.00

Total fees for those documents checked above \$ _____

Fees below are due at Close of Escrow

<input type="checkbox"/> Water Sub-Meter Setup Fee (payable to Artisan Square at COE)	\$25.00
<input type="checkbox"/> Transfer/Processing Fee (payable to Community Association Specialists at COE)	\$30.00
<input type="checkbox"/> Closing Statement (to be completed at COE)	\$0.00
<input type="checkbox"/> Owner Information Form (to be completed by escrow at COE)	\$0.00

Total fees for those documents checked above \$ _____

- **Please call management prior to close of escrow for current account status. In addition to the balance on the account, please collect one month's advance assessment from the buyer.**
- **Be advised that all upfront fees paid to Community Association Specialists are nonrefundable.**
- **Please note: Water charges for this property are to be paid prior to closing escrow. Please contact California Sub-Meters at 858-571-8999 or toll free at 800-203-8653 for a total of any outstanding amounts due on the account through the close of escrow date.**
- These documents are being provided to you at the request of (the owner) in compliance with Civil Code section 1368. If you have any questions about the information contained in these documents, please contact the owner or your own legal counsel. The Association and its agents make no representations about the purpose or effect of these documents and the information they contain.