

# RESTATEMENT QUESTIONNAIRE

## Restatement of the Governing Documents (Declaration of Covenants, Conditions, and Restrictions and Bylaws) for \_\_\_\_\_ Association

- 1) Legal Name of Association: \_\_\_\_\_
- 2) The Association is located in the City of \_\_\_\_\_ in \_\_\_\_\_ County.
- 3) The Association is comprised of: *(Check 1)*

<input type="checkbox"/> Condominium Complex <input type="checkbox"/> Attached? <input type="checkbox"/> Detached?	<input type="checkbox"/> Townhomes <input type="checkbox"/> Attached? <input type="checkbox"/> Detached?
<input type="checkbox"/> Planned Unit Development ("PUD") <input type="checkbox"/> Attached? <input type="checkbox"/> Detached?	<input type="checkbox"/> Stock Cooperative <input type="checkbox"/> Community Apartment <input type="checkbox"/> Live-Work Loft
<input type="checkbox"/> Timeshares	
- 4) How many buildings comprise the Association? \_\_\_\_\_
- 5) Number of Units/Lots/Residences: \_\_\_\_\_
- 6) Number of Members in the Association: \_\_\_\_\_
- 7) Property Address of the Association (if one common address): \_\_\_\_\_
- 8) Date the Declaration of Covenants, Conditions, and Restrictions ("CC&Rs") Were Recorded: \_\_\_\_\_
- 9) Date the Original Bylaws Were Recorded: \_\_\_\_\_
- 10) Date of Operative CC&Rs, if different than date of original CC&Rs: \_\_\_\_\_
- 11) Date of Operative Bylaws, if different than date of original Bylaws: \_\_\_\_\_
- 12) Number of Amendments to Operative CC&Rs: \_\_\_\_\_
- 13) Number of Amendments to Operative Bylaws: \_\_\_\_\_
- 14) The Association does/does not have the following amenities: *(Circle Y for yes, N for no)*

Y	N	Recreation Area	
Y	N	Swimming Pool(s)	If yes, how many swimming pools? _____
Y	N	Hot Tubs	If yes, how many hot tubs? _____
Y	N	Whirlpools	If yes, how many whirlpools? _____
Y	N	Pool Area	If yes, how many pool areas? _____
Y	N	Pool Furniture	
Y	N	Pool Equipment	
Y	N	Hot Tub Equipment	
Y	N	Tennis Courts	If yes, how many tennis courts? _____
Y	N	Spas	If yes, how many spas? _____
Y	N	Saunas	If yes, how many saunas? _____



Circle which party should be responsible for maintenance, repair, and replacement of the following:

Association	Owner	N/A	Balconies Attached to Units/Lots/Residences
Association	Owner	N/A	Porches or Patios Attached to Units/Lots/Residences
Association	Owner	N/A	Doors to Units/Lots/Residences
Association	Owner	N/A	Door Frames for Doors to Units/Lots/Residences
Association	Owner	N/A	Door Hardware for Doors to Units/Lots/Residences
Association	Owner	N/A	Foundation and Slabs
Association	Owner	N/A	Fences and Gates within Unit/Lot/Residence Yards
Association	Owner	N/A	Common Area Recreational Facilities
Association	Owner	N/A	Landscaping for Common Areas
Association	Owner	N/A	Swimming Pool(s)
Association	Owner	N/A	Hot Tubs
Association	Owner	N/A	Pool Area
Association	Owner	N/A	Tennis Courts
Association	Owner	N/A	Spas
Association	Owner	N/A	Saunas
Association	Owner	N/A	Storage Spaces
Association	Owner	N/A	Elevators
Association	Owner	N/A	Garages
Association	Owner	N/A	Garage Door Hardware
Association	Owner	N/A	Carports
Association	Owner	N/A	Repair of Damage by Wood-Destroying Pests in Units
Association	Owner	N/A	Repair of Damage by Wood-Destroying Pests in Common Areas
Association	Owner	N/A	Eradication and Prevention of Wood-Destroying Pests in Units
Association	Owner	N/A	Area
Association	Owner	N/A	Boat Docks and Boat Slips
Association	Owner	N/A	Animal Stables
Association	Owner	N/A	Pedestrian Trails
Association	Owner	N/A	Private Streets
Association	Owner	N/A	Driveways
Association	Owner	N/A	Walkways
Association	Owner	N/A	Sidewalks
Association	Owner	N/A	Common Area Landscaping
Association	Owner	N/A	Fences and Gates in Common Area
Association	Owner	N/A	Common Area Plumbing, Wiring, and Drainage Facilities
Association	Owner	N/A	Personal Property Insurance
Association	Owner	N/A	Insurance

22a) Is Cumulative Voting Currently Permitted in the Association?      Yes      No

22b) Based on the answer to the question above, does the Association wish to continue the current practice regarding cumulative voting? \_\_\_\_\_

23) For the purposes of voting, Quorum currently constitutes which of the following? (if known)

Simple majority of the Members

51% of the Members

Other amount as stated here: \_\_\_\_\_

- 24) Does the Association currently have problems reaching quorum?            Yes        No
- 25) Does the Association wish to continue using the current calculation for quorum as stated above?    Y        N  
     - If not, is there a specific percentage the Association wishes to equal quorum in the future?    Y        N  
     - If so, what is that percentage? \_\_\_\_\_
- 26) If annual meetings are held regularly, in what month are they held? \_\_\_\_\_
- 27) How Many Directors Serve on the Board? \_\_\_\_\_
- 28) Does the Association wish to change the number of directors?    Yes        No  
     If so, how many directors does the Association wish to be comprised of? \_\_\_\_\_
- 29a) Are all directors currently elected at the same time?    Yes        No  
     If not, please complete the following:  
         \_\_\_\_\_ Directors Serve \_\_\_\_\_ Year(s) Terms  
         These \_\_\_\_\_ Directors Are Elected in \_\_\_\_\_  
         \_\_\_\_\_ Directors Serve \_\_\_\_\_ Year(s) Terms  
         These \_\_\_\_\_ Directors Are Elected in \_\_\_\_\_  
         \_\_\_\_\_ Directors Serve \_\_\_\_\_ Year(s) Terms  
         These \_\_\_\_\_ Directors Are Elected in \_\_\_\_\_
- 29b) Does the Association wish to continue this practice regarding election and terms of directors?    Y        N  
     If not, in what manner does the Association wish to elect directors? \_\_\_\_\_
- 30) Does any state, city, or local authority need to approve any amendment or restatement of the governing documents? If so, which authority? \_\_\_\_\_
- 31a) What is the Association's current collection policy for delinquent assessments? \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_
- If this policy is in writing, please return a copy of the policy with this Questionnaire.*
- 31b) Does the Association wish to maintain this collection policy in the future?    Yes        No
- 32) What is the Association's current alternative dispute resolution ("ADR") policy? \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_
- If this policy is in writing, please return a copy of the policy with this Questionnaire.*
- 33) Does the Association currently have election procedures and rules?    Yes        No  
     If so, please provide our office with a copy of the election procedures and rules.
- 34) Does the Association have any additional rules or regulations that are unwritten which it would like to incorporate into the restated governing documents? (*Continue on a separate sheet if necessary*)  
     \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_