

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
August 24, 2010

PUBLIC MEETING PROCEDURE:

The President shall identify the matter before the Planning Commission (PC) and ask for a presentation by the applicant or the applicant's representative followed by staff's presentation and recommendation.

Once the applicant has finished speaking, the President shall ask for public comments. As a member of the public, once you are recognized by the President, please come to the podium, state your name, provide any credentials that you believe are appropriate, and make a brief presentation. If you agree with a previous speaker, you may simply say so.

The President may limit the presentation time of speakers.

Once the public comments are completed, the applicant may respond to the public comments.

PC members may ask questions at any time.

A copy of any document or exhibit used by a speaker in his or her address to the PC must be left with the PC and will become part of the official public file on the matter at hand. The applicant or a representative of the applicant may have the opportunity to view the document or material.

Once all speakers have finished, the PC will discuss and then vote on a motion 1) to approve, disapprove, or impose conditions on the application to comply with the Subdivision Ordinance if the application is a final plat; or 2) to approve, disapprove, or approve with conditions a variance request; or 3) to accept or not accept a Community Impact Statement (CIS). The Community Impact Statement is an informal step in the subdivision process and an applicant may proceed with the subdivision proposal whether or not the Planning Commission accepts the CIS.

Public hearings are located in the Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM

1. Approval of the minutes from the August 5, 2010 Old Standard FOIA Request special meeting.
Approval of the minutes from the August 6, 2010 the Draft Amendments to Article 4B, Wireless Telecommunications Facilities workshop.
Approval of the minutes from the August 10, 2010 Planning Commission meeting.
2. Citizen Communications.
3. A call for postponements.
4. Presentation by the Jefferson County Organization of Homeowner's Association.
5. Minor Plat Change Review for Lot 26 of Canvasback Ridge Subdivision. The property is located on Bufflehead Drive, off Engle Switch Road near intersection with Bakerton Road. The purpose of the Minor Plat Change is to move the platted drainfield to allow for a proposed pool. The property is designated as Tax District: Harpers Ferry; Tax Map: 6; Tax Parcel: 57.
6. Concept Plan Review for Hospice of the Panhandle (Olive Boy Farms) (File # S10-05). The property is located on the north side of WV RT 9 at the Jefferson County/ Berkeley County line. This project consists of the construction of a 14 bed (expandable to 21 bed) inpatient respite care facility and an office building of approximately 25,000 sqft. (expandable to 32,000 sqft.) on a 16.05 acre parcel located in Tax District: Middleway; Tax Map: 1; Tax Parcel: 1.2.
7. Follow up from Engineering Department regarding Chapel View.

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8. Update on Old Standard Quarry Freedom of Information Act requests.
9. Discussion and recommendation on the Draft Amendments to Article 4B, Wireless Telecommunications Facilities.
10. Blue Ridge Mountain Community Plan.
11. Reports from Legal Counsel and legal advice to PC.
12. Director's Report.
13. County Commission Liaison Report.
14. Planning Commission Exchange.
15. President's Report.
16. Actionable Correspondence.
17. Non-Actionable Correspondence.

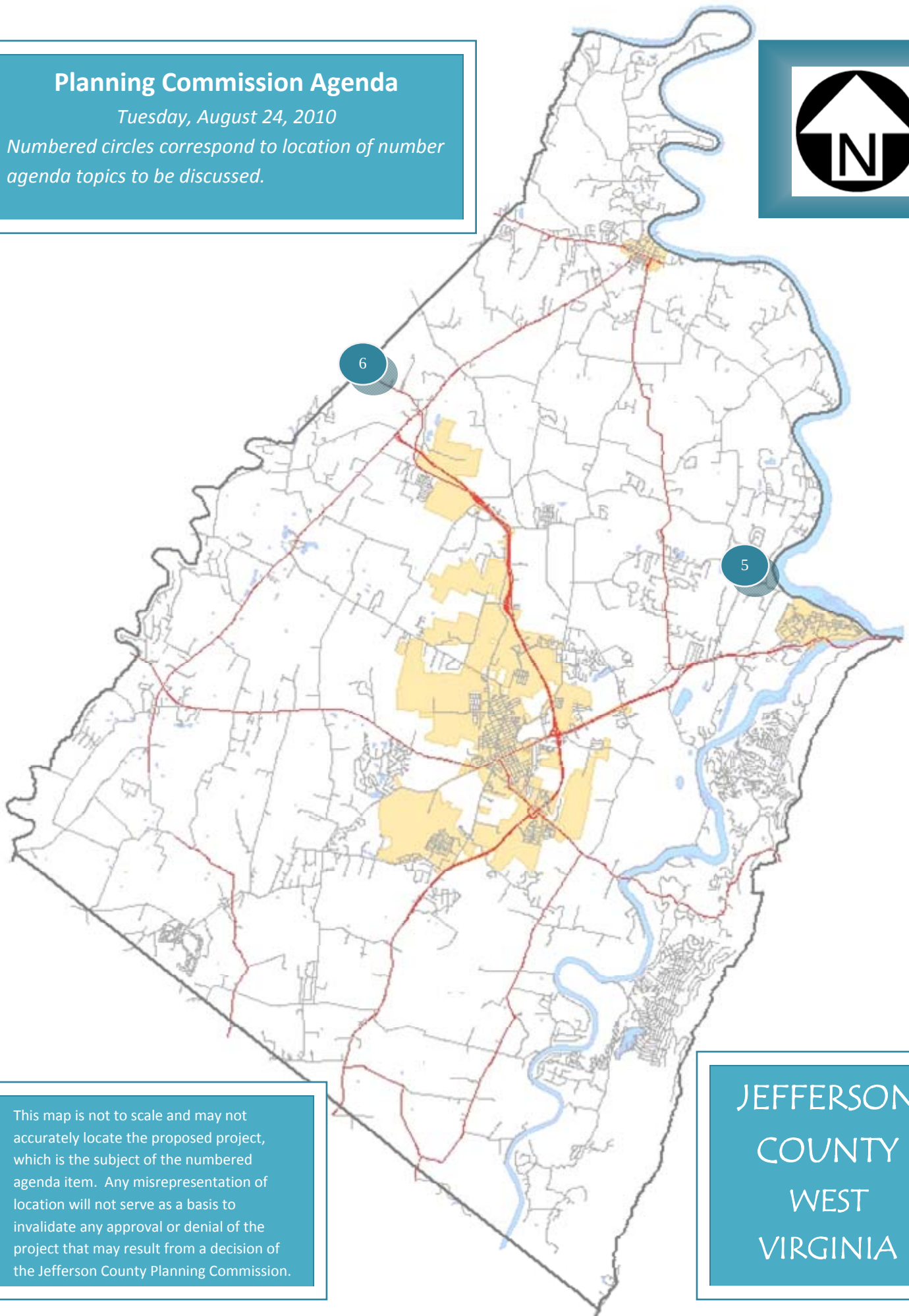
The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address is planningdepartment@jeffersoncountywv.org and our website is www.jeffersoncountywv.org.

Minutes and video recordings of past meetings and the Comprehensive Plan can be found on our website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of past meetings, Subdivision Regulations, Zoning Ordinance and the Comprehensive Plan are available for review in our office.

Planning Commission Agenda

Tuesday, August 24, 2010

Numbered circles correspond to location of number agenda topics to be discussed.



This map is not to scale and may not accurately locate the proposed project, which is the subject of the numbered agenda item. Any misrepresentation of location will not serve as a basis to invalidate any approval or denial of the project that may result from a decision of the Jefferson County Planning Commission.

JEFFERSON
COUNTY
WEST
VIRGINIA

MINUTES

JEFFERSON COUNTY PLANNING COMMISSION SPECIAL MEETING AUGUST 5, 2010

The Jefferson County Planning Commission met on Thursday, August 5, 2010 with John Maxey, President presiding. Frances Morgan, Morgan Etters, Tom Trumble, Gene Taylor, Daniel Hayes, Arnold Dailey, and Kelly Baty were present. Staff members present were Jennifer Brockman, Planning and Zoning Director and Seth Rivard, Planner.

Mr. Maxey called the meeting to order at 7:05 PM.

Mr. Maxey explained that the purpose of the special meeting was to review proposed correspondence voted on at the July 30, 2010 meeting.

Mr. Maxey presented the minutes of the July 30, 2010 meeting. Mr. Hayes moved to approve the minutes as written. Mr. Taylor seconded the motion which carried 8 for and 1 abstention (Mr. Dailey).

Mr. Maxey outlined the four motions that were approved at the July 30, 2010 meeting for discussion. The first item was a motion by Mr. Trumble to direct Mr. Groh to prepare a follow-up letter regarding the Freedom of Information Act (FOIA) request to Mr. Jon Amores, Deputy Secretary/General Counsel, to ensure that all information had been received including the e-mails and other legislative documents that were requested by the Planning Commission. Mr. Stephen Groh, Assistant Prosecuting Attorney representing the Planning Commission was not present for this meeting.

The second item was a motion made by Mr. Hayes to direct Mr. Groh to write a second FOIA request to the state government body responsible for developing legislative rules requesting all e-mails, voice recordings, and any media or documentation related to the development of legislative rules. No discussion ensued in the absence of Mr. Groh.

The third item was a motion made by Mr. Trumble to direct Planning Staff to obtain the name of the Department of Environmental Protection (DEP) Manager for this project and contact him, to draft a letter including a memorandum of understanding between the DEP and the Planning Commission. Staff presented a letter addressed to Mr. Jim Maurin, Project Manager with the West Virginia Department of Environmental Protection Division of Land, Restoration Office of Environmental Remediation. Mr. Maxey directed staff to correct the spelling of "could" in the first paragraph. Mr. Hayes suggested noting in paragraph 3, the proximity of the property to the Shenandoah River and to the mouth of the Potomac River. Mr. Trumble commented that the letter needed to be more pointed and suggested including a request for a meeting. Discussion ensued regarding the Memorandum of Understanding and including a statement that the Planning Commission will need to review and compare the State DEP standards with Jefferson County

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Regulations in which the most restrictive standards should apply. Mr. Maxey directed staff to edit the letter to be more clear and upfront.

The fourth item was a motion made by Mr. Trumble to direct staff to prepare a letter, including the most recent traffic study, to the Department of Highways, Secretary of Transportation, Paul Mattox, and request his comments to ensure his awareness of the traffic issues. The letter was to also include a request to reconsider the previous decision to approve an at-grade signalized intersection and to have Mr. Mattox recommend a non-at-grade intersection. Staff presented a letter addressed to Mr. Mattox. Mr. Trumble suggested that the letter be more assertive and that the letter should require a prompt response to Planning Commission concerns in the form of a meeting or conference call. Ms. Morgan raised concern that the applicant for the signalized intersection is not named.

Paul Rosa, citizen of Charles Town, made comment to the Planning Commission that the letter should address both individual and cumulative impacts of signalization requests including traffic, noise, and pollution.

Mr. Maxey directed staff to change the first sentence of the third paragraph to “The developers of this project, Old Standard, LLC, have applied for a signal at the intersection referencing a Traffic Impact Study completed in 2006-2007 by Greenhorne and O’Mara Consulting Engineer.”

Mr. Maxey directed staff to insert a paragraph between the fifth and sixth paragraphs that discusses the cumulative impact of additional signals with varying traffic flows at different intersections that would be very difficult to time.

Mr. Maxey directed staff to add a paragraph before the end of the document stating, “The Jefferson County Planning Commission looks forward to working with the developer of the Old Standard project and the Division of Highways to ensure that the project is successful and benefits the citizens of Jefferson County and the State of West Virginia.” Mr. Hayes suggested adding “and all stakeholders” after Division of Highways.

Mr. Trumble urged that the 340 Corridor Study begin as soon as possible and asked staff to report on the resources and time that would be involved in that study. Mr. Maxey asked that a work plan and preliminary schedule be presented by e-mail to all the Planning Commissioners the week of August 16, 2010 and for those documents to be discussed and voted on at the August 24, 2010 Planning Commission meeting.

Mr. Trumble moved to authorize Mr. Maxey to make the above changes to the letter and to include a request for a meeting later in August 2010 in Charleston at Mr. Mattox’s office and to sign the letter to be sent out Friday, August 6, 2010. Mr. Hayes seconded the motion which carried unanimously.

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Mr. Maxey directed that, once the letters have final approval, a copy of each be sent to the Bolivar, Harpers Ferry and Charles Town districts. Mr. Hayes instructed that copies be sent to Shepherdstown also.

Mr. Hayes moved to adjourn the meeting. Mr. Trumble seconded the motion which carried unanimously. The meeting adjourned at 7:50 PM.

A detailed transcript of this meeting can be found on CD # _____. These minutes were prepared by Amy Puetz, Planning Clerk.

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JEFFERSON COUNTY PLANNING COMMISSION DRAFT CELL TOWER ORDINANCE WORKSHOP AUGUST 6, 2010

The Jefferson County Planning Commission met on Friday, August 6, 2010 with John Maxey, President presiding. Daniel Hayes and Kelly Baty were present. Staff members present were Jennifer Brockman, Planning and Zoning Director; Steve Barney, Zoning Administrator; Seth Rivard, Planner; and Amy Puetz, Planning Clerk.

Mr. Maxey called the meeting to order at 4:15 PM.

Mr. Maxey explained that the purpose of this meeting was to discuss recommended edits to the Draft Cell Tower Ordinance.

Mr. Barney presented staff recommendations regarding the Draft Cell Tower Ordinance. Within the presentation, Mr. Barney provided an overlay district map for Harpers Ferry. Mr. Hayes suggested also providing opportunity for Shepherdstown to create an overlay map.

Mr. Barney provided a projected timeline of Planning Commission meetings and public hearings with the goal of presenting a Draft Cell Tower Ordinance to County Commission by September 28, 2010.

Mr. Hayes suggested adding wind towers to the ordinance as a wind tower has a similar fall zone to a cell tower.

Ms. Brockman raised concern that cell service companies may be very resistant to the requirement of a propagation map. Discussion ensued on alternatives.

Mr. Lynn Koerner, an independent contractor for various cell carriers and tower companies, gave assurance that a propagation map would not be a problem as long as a lot has been selected.

Paul Rosa, citizen of Charles Town and co-writer of the Draft Cell Tower Ordinance, gave comment supporting that a propagation map is necessary. He also stated that he believed wind towers should be addressed in a separate ordinance.

Mr. Koerner stated that the balloon testing requirement of having 5 pictures be more specific as to the locations to take those pictures. Mr. Rosa suggested having a public notice allowing citizens to take pictures from their vantage point. Mr. Maxey suggested having staff use GIS applications to inform applicants of required photograph locations.

Mr. Koerner raised concern that it would be difficult for carriers to share antennas as stated in 4B.8 3A of the Ordinance. He stated that he would e-mail additional comments.

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Discussion ensued regarding cell tower height versus quantity of towers and using existing structures to support cell towers.

Mr. Michael Knottwell, with Shentel, stated he would also be e-mailing comments. He reinforced that lowering the height restrictions in the rural areas would increase the need for a higher quantity of towers. Mr. Maxey confirmed that a Board of Zoning Appeals variance could be applied for to allow for taller towers.

Mr. Maxey adjourned the meeting at 5:22 p.m. A detailed transcript of this meeting can be found on CD # ____ & _____. These minutes were prepared by Amy Puetz, Planning Clerk.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 10, 2010

The Jefferson County Planning Commission met on Tuesday, August 10, 2010, with the following Commission members present: John Maxey, President; Thomas Trumble, Vice President; Morgan Etters, Secretary; Frances Morgan, Daniel Hayes, Arnold Dailey, Kelly Baty, and Gene Taylor. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Steve Barney, Zoning Administrator; Jonathon Saunders, County Engineer; Stephen Groh, Assistant Prosecuting Attorney; Julie Quodala, Planning and Zoning Office Manager; and Amy Puetz, Planning Clerk.

Stephen Alemar was absent with notification.

Mr. Maxey called the meeting to order at 7:02 PM.

1. Approval of minutes for the July 27, 2010 meeting:

Mr. Trumble moved to approve the minutes of the July 27, 2010 meeting. Mr. Baty seconded the motion which carried 7 for and 1 abstention (Mr. Dailey).

The previously approved minutes of the July 30, 2010 meeting were provided to the Planning Commission in the agenda packets.

Ms. Morgan asked if the minutes from the August 5, 2010 special meeting and the August 6, 2010 Planning Commission workshop were ready to be reviewed by the Planning Commission. Staff asked for a postponement of those minutes until the August 24, 2010 meeting.

2. Citizens Communication: None.

3. A call for postponements: None.

4. Presentation by Jennifer Syron on Limited Expense Communities and Homeowner Association (HOA) Covenants.

Ms. Jennifer Syron, a Chapel View Resident, provided a definition of a "Limited Expense Community", explained West Virginia State Law and what parts of WV State Law Chapter 36B a limited expense community is exempt from, ramifications to home owners, and how being a limited expense community had created several issues for Chapel View. Ms. Syron requested that the Jefferson County Planning Commission take a deeper look at HOA Covenants before approving a final plat. She asked that Jefferson County become more restrictive regarding HOAs by requiring submissions of annual financial reports and updates of board information.

There was discussion on how the Planning Commission could assist in preventing future issues for subdivisions such as the issues currently facing Chapel View. Mr. Groh counseled the Planning Commission that they may not be able to deny a project based on the HOA

Covenants. Mr. Maxey asked that Mr. Groh research for more detail whether the Planning Commission has authority to approve or deny a project based on covenants or if a request of a legislative amendment is necessary. Ms. Morgan asked that a file including all documentation and recordings on this topic be kept by staff for future references.

5. Report from Engineering related to testing data in Chapel View Subdivision.

Mr. Saunders informed the Planning Commission that Engineering had received the data from ECS, the Geotechnical Firm who performed the testing, and that Engineering would be reviewing that data over the next few days. Mr. Maxey suggested having Planning Commissioners with engineering experience also review the documents. Mr. Hayes and Ms. Etters agreed to review the reports and requested that the information be sent to them electronically. Mr. Maxey requested that this item be placed on the August 24, 2010 agenda.

6. Follow-up and possible vote on potential action related to the Freedom of Information Act request and the brownfield status of Old Standard Quarry.

Mr. Groh presented a follow-up letter addressed to Mr. Jon Amores, Deputy Secretary of Commerce and General Counsel for the West Virginia Department of Commerce, regarding the FOIA request of the Old Standard Quarry file requesting a second review and releasing any information the Planning Commission may not have received with the first request. Mr. Maxey voiced concern that the letter was not specific enough to what the Planning Commission was requesting such as who drafted the request, were they paid to draft it and by whom, why was it drafted, and receiving a signed application.

Mr. Maxey reminded Mr. Groh of the FOIA request to the state government body responsible for developing legislative rules requesting all e-mails, voice recordings, and any media or documentation related to the development of legislative rules. Mr. Groh explained that he did not have the opportunity to create that request. Discussion ensued regarding the burden of work on the Prosecuting Attorney's Office and the Planning Commission's need for available legal counsel and what alternatives were available.

Mr. Trumble moved that Mr. Groh draft a letter and Mr. Maxey review it and upon his approval, sign and send out that letter. Mr. Baty seconded the motion which carried unanimously.

Mr. Paul Rosa, citizen of Charles Town, commented that his opinion was to get representing legal counsel in Charleston because the Freedom of Information Act states that a suit must be filed in the county where the records are held.

Mr. Maxey called for a break to allow staff to change the CD at 8:23 PM. Ms. Morgan left the meeting at 8:27 PM. Mr. Maxey called the meeting to order at 8:28 PM.

Mr. Rosa continued stating that a complaint needs to be filed as soon as possible.

Mr. Maxey presented a letter address to Mr. Jim Maurin, the Department of Environmental Protection Project Manager for review of the Planning Commission. Mr. Trumble suggested striking "...protecting the environment and..." from the first sentence on second page, second paragraph so that the sentence reads "The Planning Commission would greatly appreciate your assistance in creating a clear and agreeable standard that the State, County and Old Standard, LLC can use as a benchmark to meet the site requirements." Mr. Hayes moved to approve the letter with Mr. Trumble's suggested amendment. Mr. Maxey seconded the motion which carried unanimously.

7. Follow-up to August 6, 2010 work session regarding Draft Cell Tower Regulations.

Mr. Barney gave an update on the August 6, 2010 work session along with a review of the Draft Cell Tower Ordinance and staff recommendations and work schedule for the ordinance. Ms. Brockman stated that comments had already been received from members of the cell service industry which staff will collect and present after the stakeholder's meeting. Mr. Hayes asked that the cities of Charles Town, Ranson, and Shepherdstown be informed of the document and obtain their thoughts on potential overlay districts for those areas. Mr. Maxey directed staff to write a letter of invitation to the stakeholder's meeting for review at the August 24, 2010 Planning Commission meeting.

Mr. Maxey explained that Mr. Groh had reviewed the Draft Cell Tower Ordinance and had noted that the County does not have statutory authority to require liability coverage, bonding for fees for a consultant to be retained by the department, execution of a maintenance/removal agreement, or the demolition of an abandoned (inactive) tower. As a result, staff recommended removal of this section from the draft. Mr. Maxey directed Mr. Groh to provide in writing the specific section of State Code that prevents the Planning Commission from including those requirements in the ordinance and how it might be modified in a legislative session to solve the problem and to present that at the August 24, 2010 Planning Commission meeting.

Mr. Hayes stated that he would like to have a statement of deed submitted with all applications.

Mr. Maxey asked the Planning Commission to give guidance to staff regarding each of the recommendations:

- a) There was unanimous consent to remove items that Mr. Groh advised that the County does not have statutory authority for with the understanding that Mr. Groh would be providing a report regarding the specific statutory citation at the August 24, 2010.
- b) There was unanimous consent to include prioritized location such as water towers, utility poles, steeples, and areas screened by existing vegetation. Mr. Trumble suggested adding the term structures so that it would read "Prioritized Locations and Structures".
- c) There was unanimous consent to include landscaping standards.
- d) There was unanimous consent to identify setbacks for equipment.
- e) There was unanimous consent to include a fall zone of 110% of the tower's height.

- f) There was unanimous consent to include a maximum sign dimension.
- g) Mr. Maxey proposed to expand the location in which 199 foot towers can be placed by right to include land owned by Jefferson County, the Jefferson County Fire and Rescue Association training grounds, and the Jefferson County Economic Development Authority. Mr. Dailey raised concern that the taller towers with greater fall zones are being placed in a more populated area and tying up industrial property than in the rural area where there is less risk to personal or property damage. Mr. Maxey voiced disagreement stating that 90% of the county is rural and increasing tower height to 199 feet in the rural district would be no different than the regulations currently in effect. Mr. Maxey moved to direct Mr. Barney to modify the tower heights section to include land owned by Jefferson County, the Jefferson County Development Authority, and the Jefferson County Fire and Rescue Association training grounds to locations in addition to those zoned industrial and to also present a map of those locations designating a 3 mile radius around each to be able to visualize coverage areas at the August 24, 2010 meeting. Mr. Hayes seconded the motion. Mr. Trumble offered a friendly amendment to leave the language as written and to just have the map presented at the August 24, 2010 meeting. Mr. Maxey accepted the friendly amendment. The motion passed 5 for, 1 against (Mr. Dailey), and 1 abstention (Mr. Taylor).
- h) There was unanimous consent to include a demonstration of need in the form of a propagation map.
- i) There was unanimous consent to include a regulation preventing speculative towers and requiring an affidavit from a wireless service provider that it will operate or collocate on the tower.
- j) There was discussion on proliferation. Staff recommended a requirement to have applicants send certified letters to all wireless providers, to seek a lease agreement for placement of antennas on an existing structure. Mr. Rosa stated that the issue of proliferation had already been addressed in Section 4B.10.3. There was unanimous consent to have Mr. Barney review that section and if more language is necessary, staff can recommend that with the next draft.
- k) Ms. Brockman requested that the Planning Commission give consent to schedule a stakeholder's meeting. Mr. Maxey moved to direct staff to schedule a stakeholder's meeting either August 31, 2010 or the first week of September and to advertise it. Mr. Taylor seconded the motion which carried unanimously.

Mr. Rosa distributed his recommended edit to Section 4B.10.10(2)(B) which read, "Wireless Telecommunication Towers in the Industrial-Commercial zoning district shall not exceed 199 feet. Towers in all other zoning districts ~~may~~ shall not exceed 100 feet *provided, however, that towers on lands owned by Jefferson County, the Jefferson County Fire & Rescue Association or the Jefferson County Development Authority in any zoning district shall not exceed 199 feet*". He suggested allowing towers using structures, such as silos, additional height in the rural district not to exceed 120 feet. Mr. Rosa commented that a larger quantity of shorter, well-disguised towers was more aesthetically desirable to the community than a lesser quantity of taller towers.

Ms. Brockman left the meeting at 9:30 PM.

8. Blue Ridge Mountain Community Plan.

Mr. Rivard reported that there would be a Citizen's Committee meeting on August 14, 2010 at 2 PM and another meeting September 21, 2010 at 7 PM.

9. Reports from Legal Counsel and legal advice to the Planning Commission.

Legal counsel was not present.

10. Planning Commission Training.

Mr. Rivard provided the Planning Commission with Section 24.105, 24.106, 24.107 and 24.108 of the Subdivision Regulations detailing the processing of a Concept Plan. Mr. Rivard explained the steps from application to the Public Workshop of a Concept Plan.

Mr. Maxey called for a break to allow staff to change the CD at 9:46 PM. Mr. Maxey called the meeting to order at 9:48 PM.

11. Director's Report.

- a) Activity Report. An Activity report of the staffs' schedule for the two weeks prior to the meeting was provided to the Commissioner's in the agenda packets.
- b) Update on Subdivision Regulation Amendment Public Hearings. Mr. Rivard provided an update on two public hearings held August 4, 2010 and August 9, 2010. He noted that public comment would be accepted until 5 PM on August 11, 2010.
- c) Urban Tree Canopy- Division of Forestry Grant opportunity. Mr. Rivard reported that Mr. Frank Rogers of the Cacapon Institute has offered to write the grant and that it would be a collective effort between Charles Town, Ranson, and Jefferson County.
- d) Update on the US 340 planning effort. Mr. Rivard explained that there had been several meetings related to this effort and that Ms. Brockman, County Commissioner Lynn Widmyer, and Mr. Rivard took part in a conference call with Place Makers, which is a Smart Code organization that had completed work for Ranson.
- e) Report on Zoning Map work and Federal Lands. Mr. Rivard informed the Planning Commission of the progress of the Zoning Map update. He explained that staff has located a map that states any undesignated parcel is zoned rural and how that affected park land. Mr. Maxey stated he would have interest in taking a proposal to County Commission to have any underlying zone with regards to Federal Land down-zoned to rural. Mr. Maxey moved to direct staff to provide to the Planning Commission at the August 24, 2010 meeting a map of the parcels, an accurate legal description of the parcels, and a recommendation for a zoning map change so that the Planning Commission could decide if a public hearing should be scheduled. Mr. Trumble seconded the motion which carried unanimously.

12. County Commission Liaison Report: None.

13. Planning Commission Exchange: None.

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JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 10, 2010
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14. **President's Report:** None.

15. **Actionable Correspondence:** None.

16. **Non-Actionable Correspondence:** None.

Mr. Trumble moved to adjourn at 10:01 PM. Mr. Taylor seconded the motion, which carried unanimously. A detailed transcript of the meeting may be found on CDs #__ , #__ and #__ . These minutes were prepared by Amy Puetz, Planning Clerk.

AMENDMENTS TO UNIFORM COMMON INTEREST OWNERSHIP ACT

Drafted by the

NATIONAL CONFERENCE OF COMMISSIONERS
ON UNIFORM STATE LAWS

and by it

APPROVED AND RECOMMENDED FOR ENACTMENT
IN ALL THE STATES

at its

ANNUAL CONFERENCE
MEETING IN ITS ONE-HUNDRED-AND-SEVENTEENTH YEAR
IN BIG SKY, MONTANA
JULY 18 – 25, 2008

WITH PREFATORY NOTE AND COMMENTS

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By

NATIONAL CONFERENCE OF COMMISSIONERS
ON UNIFORM STATE LAWS

December 8, 2008

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The **Uniform Law Commission** (ULC), also known as National Conference of Commissioners on Uniform State Laws (NCCUSL), now in its 117th year, provides states with non-partisan, well-conceived and well-drafted legislation that brings clarity and stability to critical areas of state statutory law.

ULC members must be lawyers, qualified to practice law. They are practicing lawyers, judges, legislators and legislative staff and law professors, who have been appointed by state governments as well as the District of Columbia, Puerto Rico and the U.S. Virgin Islands to research, draft and promote enactment of uniform state laws in areas of state law where uniformity is desirable and practical.

- ULC strengthens the federal system by providing rules and procedures that are consistent from state to state but that also reflect the diverse experience of the states.
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- ULC's deliberative and uniquely open drafting process draws on the expertise of commissioners, but also utilizes input from legal experts, and advisors and observers representing the views of other legal organizations or interests that will be subject to the proposed laws.
- ULC is a state-supported organization that represents true value for the states, providing services that most states could not otherwise afford or duplicate.

**DRAFTING COMMITTEE ON AMENDMENTS TO
UNIFORM COMMON INTEREST OWNERSHIP ACT**

The Committee appointed by and representing the National Conference of Commissioners on Uniform State Laws in amending this Act consists of the following individuals:

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Copies of this Act may be obtained from:
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AMENDMENTS TO UNIFORM COMMON INTEREST OWNERSHIP ACT

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PREFATORY NOTE TO THE 2008 AMENDMENTS TO THE UNIFORM COMMON INTEREST OWNERSHIP ACT

Introduction The 2008 proposed amendments to the Uniform Common Interest Ownership Act (“UCIOA”) are the product of a four year drafting committee effort. In its work, the committee sought primarily to address a range of significant controversies between common interest associations and individual unit owners that have arisen in the years since the Uniform Laws Commission last considered amendments to UCIOA in 1994. To a lesser degree, these amendments also address a range of other matters affecting common interest communities – that is, condominiums, cooperatives, and planned communities – that practitioners have identified throughout the country over the last decade.

Despite the many years of drafting efforts beginning in 1976 with The Uniform Condominium Act, and culminating in the 1994 amendments to UCIOA, it had become increasingly clear by the time the drafting committee was created in 2005 that major tensions remained in the common interest community field that neither UCIOA or any of its constituent Acts – nor most State statutes in this field - adequately addressed. Those tensions principally involved the perception that individual unit owners were often unduly disadvantaged in their dealings with the elected directors and employee/managers of unit owner associations. Even in those few states that had adopted UCIOA more or less intact, and therefore were able to apply the detailed provisions of that Act to association activities, there has been a growing focus, both in the media and in professional conferences, on the intensity of owner/association disputes. State legislators were besieged with lobbying efforts to adopt narrowly focused special interest statutes intended to fix one or another association ‘problem’. Even the federal government became involved, enacting a federal statute to insure that associations of every form of common interest community must permit the display of the American flag on units, and another one that enabled individual unit owners to purchase individual cable television systems, notwithstanding widespread prohibitions on such purchases by unit owner associations.

Accordingly, the revised act – so-called "Version 3.0" – has systematically identified those areas where there have been allegations that those who control the decision-making apparatus of associations have either abused the rights of individual unit owners, or suffer from such inadequate legislation that they are unable to adequately assist their owners. The list is considerable and includes at least these matters:

- the statutory powers, duties and limitations of association boards of directors;
- the fiduciary duties of directors;
- the rights of unit owners to participate in association affairs, including meaningful voting protocols;
- limits on proxy collecting, on amendment of bylaws, and speaking at unit owner meetings;
- open meeting requirements on directors’ meetings, and limits on the rights of directors to act behind closed doors;

- unit owner access to association records, and to the same materials that directors receive before their meetings;
- a straight forward means of removing directors of the association;
- meaningful, open procedures for adoption and enforcement of rules governing the association's daily activities;
- mandated notice to unit owners of a variety of additional events;
- more open and clear rules of adoption of budgets, subject to unit owner approval.

Further, there has been considerable publicity across the country regarding alleged abuse in the foreclosure process when unit owners fail to pay sums due the association. To address this specific issue, the Act proposes new and considerable restrictions on the foreclosure process as it applies to common interest communities.

In all these respects, the 2008 amendments enhance the considerable protections for unit owners' rights that exist under the existing provisions of UCIOA.

Beyond the unit owner/association issues, the revised Act addresses several other significant issues in the field. Among several subjects detailed below, they include:

- the importance of confirming that the costs of services provided to unit owners by the association will enjoy the benefit of the association's statutory lien;
- considerable discretion for an association to decide whether or not to strictly enforce its rules and governing documents;
- new provisions dealing with termination or restructuring of a project in the face of a natural disaster;
- creation of a 'cooling off' period before an association commences construction litigation against a developer;
- increased mandatory insurance, and other topics.

A summary of all amendments made in 2008 can be found on the website for the Uniform Laws Commission; go to www.nccusl.org and follow the links to the Uniform Common Interest Ownership Act.

UNIFORM COMMON INTEREST OWNERSHIP ACT (1994)

PREFATORY NOTE

The Uniform Common Interest Ownership Act (“UCIOA”) was adopted at the 1982 Annual Meeting of the National Conference of Commissioners on Uniform State Laws (the “ULC”). It combined, in a single comprehensive law, prior uniform laws in this area (the Uniform Condominium Act (1980), the Uniform Planned Community Act (1980), and the Model Real Estate Cooperative Act (1981)). By 1994, UCIOA had become the law in at least five States, while the Uniform Condominium Act, or substantially similar laws, exist in 21 States. The Uniform Planned Community Act is the law in one State.

In 1994, the ULC adopted significant amendments to UCIOA. Following an intensive study of UCIOA by the Joint Editorial Board for Real Property Acts,¹ the ULC appointed a Drafting Committee to write the necessary amendments and additions. Changes to UCIOA should result in corresponding changes in these prior laws; consequently, practitioners in approximately half the American jurisdictions need to have a basic understanding of the changes.

The following is a brief summary of the proposed changes:

1. The definition of “common elements” (Section 1-103(4)), which is a very basic concept, has been amended to clarify that (a) the common elements may include easements, including easements for the benefit of unit owners and (b) real estate may be owned or leased by the association and not be subject to the declaration.

2. A fundamental precept of UCIOA is that full and adequate disclosure to purchasers is a viable alternative to governmental registration and supervision. Declarants are bound by representations made in the declaration, by the models or samples they use, and by the public offering statements, and are held to statutory limitations and standards to protect consumers. Among the basic representations made by declarants are those which describe the scope of development rights and their duration. *See*, Section 2-105(a)(7), (8), (9), and (10).

However, in very large projects, a declarant’s ability to predict the future of a project to be built out over a longer period of time is very limited. Changes in market conditions, the economy, and demographics can occur without warning, forcing changes in even the most preliminary of plans. For that reason, a new Section 2-123 has been added. By its terms, if the declaration identifies the community as a “master planned community,” reserving the right to create at least 500 units for residential purposes and the declarant owns or controls more than 500 acres on which those units may be built, then much of the information which otherwise must appear in the declaration from the outset is not required until the declaration is amended as units are created. Further, the public offering statement requirements apply only to units being offered

¹ The Joint Editorial Board was created in 1977 by joint agreement of the ULC and the American Bar Association’s Section on Real Property, Trusts and Probate Law to assist in the promulgation of Uniform Acts subject to its jurisdiction. Thereafter, the American College of Real Estate Lawyers became a co-sponsor of the JEB.

or which have been declared. Finally, the provisions of Section 3-103 regarding transition of control of the unit owners association are amended to permit longer declarant control. As a result, additional flexibility is given for “master planned communities,” but the declarant continues to be subject to the obligations of good faith and the standards of unconscionability.

3. Section 2-105(a)(12), as originally crafted, required that a declaration must contain “any restrictions (i) on use, occupancy, and alienation of units” Taken literally, if a declaration does not contain any restrictions, none could be imposed by rule or regulation of the association. *But compare* Section 3-102(a)(1) (an association may adopt “rules and regulations”) and Section 3-102(a)(6) (an association may “regulate the use, maintenance, repair, replacement, and modification of common elements”).

In considering the implications of this result, the ULC agreed that uses or occupancy of a unit which affect other units or the common elements are appropriate for regulation, and that unit uses or occupancies with no measurable impact on other units or the common elements should be subject to a different approach to regime regulation as detailed in new Section 3-102(c).

For these reasons, Section 2-105 has been amended to (a) permit (rather than mandate) the declaration to contain restrictions on use and occupancy of units and (b) permit the association to adopt rules and regulations of units to prevent uses which violate the declaration, and to adopt reasonable rules and regulations regarding occupancy of or behavior in units insofar as the occupancy or behavior might affect other unit owners. Section 3-102 has been amended to add subsection (c).

4. As originally drafted, only the most basic provisions of UCIOA Section 1-203 applied if a planned community contained no more than 12 units and was not subject to development rights or if the declaration limited the common expense liability to a relatively small amount. Further, if a planned community contained more than 12 units or was subject to development rights, but the declaration limited the common expense liability to a slightly higher amount, no public offering statement was required to be delivered to an original buyer and no resale certificate was required on resale. *See* UCIOA (1982) Section 4-101(b)(7).

The 1994 Act has deleted Section 4-101(b)(7). An amendment to Section 1-203 expands that provision so that only the very basic provisions of the Act will apply if a planned community is not subject to development rights and either (1) contains no more than 12 units or (2) is of any size so long as the annual average common expense liability, exclusive of optional user fees and insurance premiums paid the association, does not exceed \$300 (subject to the adjustment provisions of Section 1-115).

5. UCIOA’s thrust in the area of consumer protection is to protect residential purchasers. Revised Section 1-207(a) provides that a common interest community is not subject to UCIOA at all if it contains only units restricted to nonresidential use, unless the developer elects otherwise. Nonetheless, developers of some commercial and industrial regimes might want the UCIOA’s benefits, subject to its burdens. Section 1-207 also provides that the declaration may explicitly opt into UCIOA or only the basic three provisions of Sections 1-105, 1-106, and 1-107, and gives commercial developers greater flexibility.

6. Unlike most laws which, when enacted, contain repealer provisions for laws on the same subject, UCIOA contemplates that pre-existing laws governing common interest communities will remain in effect. Section 1-206 contains provisions allowing “old Act” regimes to come under the provisions of UCIOA and describes the procedures that must be followed. Amendments to the section clarify the original intent of UCIOA in this regard.

7. The role of surveyors and architects may be lessened by amendments to Section 2-109. In some instances, approximations will suffice and, if the declaration contains a narrative description, unit boundaries and common elements need not be shown on plats and plans.

8. Amendments to Section 2-112 permit relocation of boundaries between units and common elements in order to accommodate additions to units.

9. As originally crafted, UCIOA mandated that the declaration set forth a time limit within which reserved development rights and other special declarant rights must be exercised. *See* UCIOA (1982) Section 2-105(a)(8). UCIOA (1994) has added a provision which will permit the time limit to be extended.

10. Unruly and disruptive tenants have been a significant problem in association administration. Revised Section 3-102 gives rights to associations to enforce the declaration, bylaws, and rules and regulations not only against the unit owner but also the tenant. Associations may now levy fines against tenants and enforce the rights of the unit owner as landlord.

11. UCIOA and its predecessors distinguished between the standards of conduct applicable to executive board members appointed by the declarant and elected by the unit owners. Section 3-103(a). Experience under this Act demonstrates that the stated standards require further clarity. As amended, UCIOA sets out clearer (and more easily understood) standards: members of the executive board appointed by the declarant will be subject to the standard of care applicable to trustees, and members elected by the unit owners will be subject to the degree of care required of a director of a nonprofit corporation, subject to the business judgment rule.

12. Revised Section 3-111 clarifies that no period of limitation regarding an association’s claims against the declarant will run against the association, including warranty claims, until the period of declarant control terminates.

However, because a declarant ought not to warrant the common elements for an inordinate period of time (which may be the result if the period of declarant control is substantial), Section 4-116(d) authorizes the declarant to cause an independent committee of the executive board, during the period of declarant control, to evaluate and enforce warranty claims involving the common elements.

This section has also been amended to require that a tort claim based on ownership of common elements be brought against the association, and not against individual unit owners.

13. UCIOA permitted a condominium association or a planned community association to

convey or encumber common elements under the restrictions of Section 3-112(a). Subsection (g) stated the general rule that a conveyance or encumbrance would not affect the priority or validity of pre-existing encumbrances. UCIOA (1994) better protects the rights of the holders of those interests.

14. In order to ensure that association rights in bankruptcy are protected, Section 3-116 provides that the association's lien is a statutory lien and makes clear that the lien for unpaid assessments arises, as a matter of law, upon adoption of the statutory amendment for all existing associations and from the creation of the regime for all regimes created after adoption of the amendments.

15. The contents of the resale certificate have been revised. All too often, preparers of these certificates have been unsure about the degree and extent of information required to be provided. The changes make more objective the information to be provided.

The Underlying Concept of UCIOA

Nearly without exception, UCIOA achieves the goal of uniformity among all three forms of ownership simply by consolidating the three prior Acts of the Conference and adding a very few generic definitions. The principal new definition is "common interest community."

Because of the use of consistent definitions and policies in the three Acts preceding UCIOA, consolidation of the three in the merged Act was a relatively simple task. The section numbering system of UCIOA is entirely parallel with the other three Acts, and the language of UCIOA tracks, as applicable, with the cognate sections of those three Acts. Differences in result between the three Acts are preserved where appropriate. At the same time, during the drafting of UCIOA, in a few instances, it became clear that some differences in result were of form rather than legitimate substance. In those cases, the substantive result of one or more of the three Acts was changed to reflect a policy generally applicable in all forms.

The result is that a State wishing to consider legislation in the common interest ownership field has a range of choices from which to select. Many States will wish to adopt comprehensive legislation, providing maximum flexibility and certainty to all developers, lenders, and title insurers, while at the same time providing all unit purchasers and their associations a uniform level of disclosure, warranty protection, and other rights. In those States, the consolidated Act is a workable and desirable long-term solution. Other States may wish simply to adopt a modern condominium statute to replace an existing but plainly outdated, statutory structure. In those States, UCA alone is the obvious choice. Finally, in States where existing "second" or "third" generation condominium statutes are seen as satisfactory, but a need for additional certainty and structure is desirable for planned communities or cooperatives, the two Acts governing those forms of ownership are available. Following adoption of one of the three constituent Acts, it would be very feasible, by a few carefully considered amendments, to adopt UCIOA and thereby extend coverage to include all forms of ownership in the field.

AMENDMENTS TO UNIFORM COMMON INTEREST OWNERSHIP ACT

[ARTICLE] 1

GENERAL PROVISIONS

[PART] 1

DEFINITIONS AND OTHER GENERAL PROVISIONS

SECTION 1-101. SHORT TITLE. This [act] may be cited as the Uniform Common Interest Ownership Act.

SECTION 1-102. APPLICABILITY. Applicability of this [act] is governed by [Part] 2 of this [article].

SECTION 1-103. DEFINITIONS. ~~In the declaration and bylaws (Section 3-106), unless specifically provided otherwise or the context otherwise requires, and in~~ In this [act]:

(1) “Affiliate of a declarant” means any person who controls, is controlled by, or is under common control with a declarant. For purposes of this definition:

(A) ~~A~~ a person “~~controls~~” controls a declarant if the person:

(i) is a general partner, officer, director, or employer of the declarant;
(ii) directly or indirectly or acting in concert with one or more other persons, or through one or more subsidiaries, owns, controls, holds with power to vote, or holds proxies representing, more than 20 percent of the voting interest in the declarant;

(iii) controls in any manner the election of a majority of the directors of the declarant; or

(iv) has contributed more than 20 percent of the capital of the declarant.

(B) ~~A~~ a person “is controlled by” a declarant if the declarant:

(i) is a general partner, officer, director, or employer of the person;
(ii) directly or indirectly or acting in concert with one or more other

persons, or through one or more subsidiaries, owns, controls, holds with power to vote, or holds proxies representing, more than 20 percent of the voting interest in the person;₂

(iii) controls in any manner the election of a majority of the directors of the person;₂ or

(iv) has contributed more than 20 percent of the capital of the person;₂
and

(C) Control ~~Control~~ control does not exist if the powers described in this paragraph are held solely as security for an obligation and are not exercised.

(2) “Allocated interests” means the following interests allocated to each unit:

(i)~~(i)~~(A) ~~in~~ in a condominium, the undivided interest in the common elements, the common expense liability, and votes in the association;

(ii)~~(i)~~(B) in a cooperative, the common expense liability, ~~and~~ the ownership interest, and votes in the association; and

(iii)(C) in a planned community, the common expense liability and votes in the association.

(3) “Assessment” means the sum attributable to each unit and due to the association pursuant to Section 3-115.

~~(3)~~(4) “Association” or “unit ~~owners~~² owners association” means the unit ~~owners~~² owners association organized under Section 3-101.

(5) “Bylaws” means the instruments, however denominated, that contain the procedures for conduct of the affairs of the association regardless of the form in which the association is organized, including any amendments to the instruments.

~~(4)~~(6) “Common elements” means:

(i)(A) in the case of:

~~(A)~~(i) a condominium or cooperative, all portions of the common interest community other than the units; and

~~(B)~~(ii) a planned community, any real estate within a planned community which is owned or leased by the association, other than a unit; and

~~(ii)~~(B) in all common interest communities, any other interests in real estate for the benefit of unit owners which are subject to the declaration.

~~(6)~~(7) “Common expense liability” means the liability for common expenses allocated to each unit pursuant to Section 2-107.

~~(5)~~(8) “Common expenses” means expenditures made by, or financial liabilities of, the association, together with any allocations to reserves.

~~(6)~~ “Common expense liability” means the liability for common expenses allocated to each unit pursuant to Section 2-107.

~~(7)~~(9) “Common interest community” means real estate described in a declaration with respect to which a person, by virtue of ~~his~~ the person’s ownership of a unit, is obligated to pay for a share of real estate taxes, insurance premiums, maintenance, or improvement of, or services or other expenses related to, common elements, other units, or other real estate described in a the declaration. The term does not include an arrangement described in Section 1-209 or 1-210. For purposes of this paragraph, “Ownership ownership of a unit” does not include holding a leasehold interest of less than [20] years in a unit, including renewal options.

~~(8)~~(10) “Condominium” means a common interest community in which portions of the real estate are designated for separate ownership and the remainder of the real estate is designated for common ownership solely by the owners of those portions. A common interest community is not a condominium unless the undivided interests in the common elements are vested in the unit owners.

~~(9)~~(11) “Conversion building” means a building that at any time before creation of the common interest community was occupied wholly or partially by persons other than purchasers and persons ~~who~~ that occupy with the consent of purchasers.

~~(10)~~(12) “Cooperative” means a common interest community in which the real estate is owned by an association, each of whose members is entitled by virtue of ~~his~~ the member’s ownership interest in the association to exclusive possession of a unit.

~~(11)~~(13) “Dealer” means a person in the business of selling units for ~~his~~ the person’s own account.

~~(12)~~(14) “Declarant” means any person or group of persons acting in concert ~~who~~ that:
~~(i)~~(A) as part of a common promotional plan, offers to dispose of ~~his or it's~~ the interest of the person or group of persons in a unit not previously disposed of; [or]

~~(ii)~~(B) reserves or succeeds to any special declarant right [; or]

~~(iii)~~(C) applies for registration of a common interest community under [Article] 5].

~~(13)~~(15) “Declaration” means ~~any instruments~~ the instrument, however denominated, that creates a common interest community, including any amendments to ~~those instruments~~ the instrument.

~~(14)~~(16) “Development rights” means any right or combination of rights reserved by a declarant in the declaration to:

~~(i)~~(A) add real estate to a common interest community;

~~(ii)~~(B) create units, common elements, or limited common elements within a common interest community;

~~(iii)~~(C) subdivide units or convert units into common elements; or

~~(iv)~~(D) withdraw real estate from a common interest community.

~~(15)~~(17) “Dispose” or “disposition” means a voluntary transfer to a purchaser of any legal or equitable interest in a unit, but the term does not include the transfer or release of a security interest.

~~(16)~~(18) “Executive board” means the body, regardless of name, designated in the declaration or bylaws to act on behalf of the association.

~~(17)~~(19) “Identifying number” means a symbol or address that identifies only one unit in a common interest community.

~~(18)~~(20) “Leasehold common interest community” means a common interest community in which all or a portion of the real estate is subject to a lease the expiration or termination of which will terminate the common interest community or reduce its size.

~~(19)~~(21) “Limited common element” means a portion of the common elements allocated by the declaration or by operation of Section 2-102(2) or (4) for the exclusive use of one or more but fewer than all of the units.

~~(20)~~(22) “Master association” means an organization described in Section 2-120, whether or not it is also an association described in Section 3-101.

~~(21)~~(23) “Offering” means any advertisement, inducement, solicitation, or attempt to encourage any person to acquire any interest in a unit, other than as security for an obligation. An advertisement in a newspaper or other periodical of general circulation, or in any broadcast medium to the general public, of a common interest community not located in this state, is not an offering if the advertisement states that an offering may be made only in compliance with the law of the jurisdiction in which the common interest community is located.

~~(22)~~(24) “Person” means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, public corporation, government, or governmental subdivision, or agency, or instrumentality, or any other legal or

commercial entity.[In the case of a land trust, however, “person” the term means the beneficiary of the trust rather than the trust or the trustee.]

~~(23)~~(25) “Planned community” means a common interest community that is not a condominium or a cooperative. A condominium or cooperative may be part of a planned community.

~~(24)~~(26) “Proprietary lease” means an agreement with the association pursuant to which a member is entitled to exclusive possession of a unit in a cooperative.

~~(25)~~(27) “Purchaser” means a person, other than a declarant or a dealer, ~~who~~ that by means of a voluntary transfer acquires a legal or equitable interest in a unit other than:

(i)~~(i)~~(A) a leasehold interest~~(, including renewal options)~~, of less than 20 years;~~;~~ or

(ii)~~(ii)~~(B) as security for an obligation.

~~(26)~~(28) “Real estate” means any leasehold or other estate or interest in, over, or under land, including structures, fixtures, and other improvements and interests that by custom, usage, or law pass with a conveyance of land though not described in the contract of sale or instrument of conveyance. ~~“Real estate”~~ The term includes parcels with or without upper or lower boundaries; and spaces that may be filled with air or water.

(29) “Record”, used as a noun, means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

~~(27)~~(30) “Residential purposes” means use for dwelling or recreational purposes, or both.

(31) “Rule” means a policy, guideline, restriction, procedure, or regulation of an association, however denominated, which is not set forth in the declaration or bylaws and which governs the conduct of persons or the use or appearance of property.

~~(28)~~(32) “Security interest” means an interest in real estate or personal property, created

by contract or conveyance, which secures payment or performance of an obligation. The term includes a lien created by a mortgage, deed of trust, trust deed, security deed, contract for deed, land sales contract, lease intended as security, assignment of lease or rents intended as security, pledge of an ownership interest in an association, and any other consensual lien or title retention contract intended as security for an obligation.

~~(29)~~(33) “Special declarant rights” means rights reserved for the benefit of a declarant to:

~~(i)~~(A) complete improvements indicated on plats and plans filed with the declaration ~~(Section 2-109)~~ or, in a cooperative, to complete improvements described in the public offering statement pursuant to Section 4-103(a)(2);

~~(ii)~~(B) exercise any development right ~~(Section 2-110)~~;

~~(iii)~~(C) maintain sales offices, management offices, signs advertising the common interest community, and models ~~(Section 2-115)~~;

~~(iv)~~(D) use easements through the common elements for the purpose of making improvements within the common interest community or within real estate which may be added to the common interest community ~~(Section 2-116)~~;

~~(v)~~(E) make the common interest community subject to a master association ~~(Section 2-120)~~;

~~(vi)~~(F) merge or consolidate a common interest community with another common interest community of the same form of ownership ~~(Section 2-121)~~; or

~~(vii)~~(G) appoint or remove any officer of the association or any master association or any executive board member during any period of declarant control ~~(Section 3-103(d))~~;

(H) control any construction, design review, or aesthetic standards committee or

process;

(I) attend meetings of the unit owners and, except during an executive session,
the executive board; and

(J) have access to the records of the association to the same extent as a unit
owner.

~~(30)~~(34) “Time share” means a right to occupy a unit or any of several units during [five] or more separated time periods over a period of at least [five] years, including renewal options, whether or not coupled with an estate or interest in a common interest community or a specified portion thereof.

~~(31)~~(35) “Unit” means a physical portion of the common interest community designated for separate ownership or occupancy, the boundaries of which are described pursuant to Section 2-105(a)(5). If a unit in a cooperative is owned by a unit owner or is sold, conveyed, voluntarily or involuntarily encumbered, or otherwise transferred by a unit owner, the interest in that unit which is owned, sold, conveyed, encumbered, or otherwise transferred is the right to possession of that unit under a proprietary lease, coupled with the allocated interests of that unit, and the association’s interest in that unit is not thereby affected.

~~(32)~~(36) “Unit owner” means a declarant or other person ~~who~~ that owns a unit, or a lessee of a unit in a leasehold common interest community whose lease expires simultaneously with any lease the expiration or termination of which will remove the unit from the common interest community, but does not include a person having an interest in a unit solely as security for an obligation. In a condominium or planned community, the declarant is the owner of any unit created by the declaration. In a cooperative, the declarant is treated as the owner of any unit to which allocated interests have been allocated ~~(Section 2-107)~~ until that unit has been conveyed to another person.

Comment

1. The first clause of this section permits the defined terms used in the Act to be defined differently in the declaration and bylaws. Regardless of how terms are used in those documents, however, terms have an unvarying meaning in the Act, and any restricted practice which depends on the definition of a term is not affected by a changed term in the documents.

Example: A declarant might vary the definition of “unit owner” in the declaration to exclude himself in an attempt to avoid assessments for units which he owns. The attempt would be futile, since the Act defines a declarant who owns a unit as a unit owner and defines the liabilities of a unit owner.

To emphasize this outcome, the introductory language to Section 1-103 was amended in 2008 to delete the phrase "In the declaration and bylaws, unless specifically provided otherwise or the context otherwise requires, and..." leaving only the introductory words "In this Act". These words are deleted simply as surplus statutory text, without an intent to change the effect of the statute. The drafter of a declaration or bylaws is always entitled to use whatever words in lieu of defined terms as the drafter chooses, but this Act will override such a usage when a substantive requirement in this Act is avoided in a declaration or in bylaws.

2. The definition of “Affiliate of a declarant” (Section 1-103(1)) is similar to the definition of 12 U.S.C. Section 1730a, which prescribes the authority of the Federal Savings and Loan Insurance Corporation to regulate the activities of savings and loan holding companies, and in 15 U.S.C. Section 78c(a)(18), which defines persons deemed to be associated with a broker or dealer for purposes of the federal securities laws.

The objective standards of the definition permit a ready determination of the existence of affiliate status to be made. Unlike 12 U.S.C. Section 1730a(a)(2)(B), no power is vested in an agency to subjectively determine the existence of “control” necessary to establish affiliate status. Thus, affiliate status does not exist under the Act unless these objective criteria are met.

As a result of this definition, the association may, in some instances, be a declarant. Under the definition of “Affiliate of a declarant,” it is possible that 20% of the unit owners may “act in concert” to control the activities of the association. While the mere casting of these votes at an association meeting would not normally constitute “concerted action” by those unit owners, other acts by individual unit owners might constitute such concerted action. The consequences of that result are determined under Section 3-104.

3. Definition (2), “Allocated interests,” refers to all of the interests which this Act requires the declaration to allocate to the common interest communities.

“Allocated interests” is defined differently with respect to the three forms of Ownership.

First, the important interests, common to all projects, are the proportionate shares of common expense liabilities, and votes in the association, allocated to each unit. In either a cooperative, condominium, or planned community, every unit in the project must have a share of the votes and common expense liabilities.

Second, because the common elements are “owned” by the association in a planned community or cooperative, in contrast to a condominium, there is no common element interest allocated to unit owners in a planned community or cooperative.

Third, in a cooperative, because unit owners have traditionally had an ownership interest in the cooperative corporation, either in the form of stock or a membership certificate, the Act continues to require allocation of an “ownership interest in the association” to each unit.

The common element or ownership interest has limited significance. One situation in which the common element interest allocation would be important, however, is the distribution of insurance proceeds following a loss where an entire condominium project is not repaired or replaced and insurance proceeds are distributed to unit owners. *See* Section 3-113(h). *See also* Section 2-118(j)(2).

4. Definition ~~(4)(6)~~, “Common elements” is bifurcated. The Act adopts the UCA and MRECA definition with respect to condominiums or cooperatives. However, the Act adopts UPCA’s definition with respect to planned communities.

5. Definitions ~~(4)(6)~~ and ~~(31)(35)~~, treating “Common elements” and “Units,” should be examined in light of Section 2-102, which specifies in detail how the differentiation between units and common elements is to be determined in any given common interest community to the extent that the declaration does not provide a different scheme. No exhaustive list of items comprising the common elements is necessary in this Act or in the declaration, as long as the boundaries between units and common elements can be ascertained with reasonable certainty. The common elements include by definition all of the real estate in the condominium or cooperative not designated as part of the units.

6. The 1994 amendment to the definition of common elements in Section ~~1-103(4)~~ 1-103(6) addresses and clarifies a real estate arrangement found in some common interest planned communities – that is, easements or other forms of servitudes which benefit the community and which run either to the unit owners association or to all the unit owners in the association. Examples of such interests include access easements to a land locked parcel on which the community is located, easements for shared parking, etc. This easement, as any commonly held interest in real estate, is and should be a common element. In reciprocal easement communities, the easements may be the only common elements.

7. The drafters also seek to distinguish between real estate owned or leased by the unit owners association which is subject to the declaration, and similar real estate which is not subject to the declaration.

In a planned community, if that real estate is subject to the declaration – that is, it is “within the planned community” – it meets the definition of a common element. If that real estate is not within the planned community, title may be held by the association, but it is not a common element unless the declaration is amended in accordance with this Act to incorporate that real estate as part of the real estate subject to the declaration.

Most common interest communities are not likely to experience a need to acquire real estate in addition to the land originally submitted to the declaration. However, it is not difficult

to envision cases where that result would be desirable to the unit owners – for example, to acquire additional parking areas or open space. There is no reason to either prohibit the association from securing this result, or to require the formalities of an amendment of the declaration to redefine the boundaries of the common interest community; this would typically require a two-thirds vote of the unit owners under Section 2-117(a).

This distinction will have practical consequences. For example, real estate which is not a common element may be taxed by the local assessor, unless exempt under other state law, notwithstanding the rule in Section 1-104 of the Act that the common elements may not be separately taxed. Further, non-common element real estate may be bought and sold by the association without the need to observe the requirements for conveying or encumbering common elements stated in Section 3-112.

In a condominium, fee title to the common elements is vested in the unit owners, not the unit owners association. Thus, in the condominium, all the real estate subject to the declaration, except the units, is a “portion of the common interest community” and therefore is a common element. Real estate which is not subject to the declaration is neither a unit nor a common element.

However, the desired substantive result discussed above is the same for all forms of common interest communities. Accordingly, the drafters contemplate that the condominium or cooperative association could also acquire title to real estate which is physically located outside the condominium or cooperative boundaries, in its own name, which would not automatically become a common element.

8. Definition ~~(7)~~ (9), “Common interest community,” is new to this Act. The term creates one comprehensive definition of those interests governed by the Act. This generic definition, derived from the definition of planned community in UPCA, is used through the Act to refer collectively to the three particular forms of common interest community: condominiums, cooperatives, and planned communities.

Each of those forms in turn, has a separate definition. “Condominium” and “cooperative” are defined precisely as they are in the Acts which apply to those forms. The definition of “planned community,” however, is new, and, under UCIOA, becomes a residual concept. Any ownership arrangement which is a common interest community but which does not meet the definition of either a condominium or cooperative, would be a planned community. Thus, there are but three forms of common interest community: (1) condominiums; (2) cooperatives; and (3) everything else.

The 2008 amendments to the definition of "common interest community" accomplish two main goals.

First, they make clear that the mutual obligations of unit owners - obligations which arise “by virtue of” that ownership - to pay a share of the project's expenses may include a share of services provided to unit owners or other expenses provided either to the common elements or the units. Second, the amended definition makes clear that several common real estate arrangements described in new sections 1-209 and 1-210 are excluded from the definition. Section 1-209 thus resolves the question of whether cost-sharing arrangements between an

association and either another association or a 3d party require creation of a new association [they do not]. New section 1-210 also confirms that a variety of simple, traditional arrangements, such as a shared driveway, party wall, or shared well, which some have argued would technically satisfy the definition of “common interest community” in the Act as originally drafted, are not subject to the Act unless the drafter chooses that result.

9. Definition ~~(8)~~ (10), “Condominium” makes clear that, unless the real estate title to the common elements is vested in the owners of the units, the project is not a condominium. Thus, for example, if title to the common elements is in an association in which each unit owner is a member, the project is not a condominium, but a planned community.

10. Definition ~~(9)~~ (11), “Conversion building,” is important because of the protection which the Act provides in Section 4-112 for tenants of buildings which are being converted into a common interest community. The definition distinguishes between buildings which have never been occupied by any person before the time that the building is submitted to the cooperative form of ownership, and buildings, whether new or old, which have been previously occupied by tenants. In the former case, because there have been no tenants in the building, the building would not be a conversion building, and no protection of tenants is necessary.

11. Definition ~~(10)~~ (12), “Cooperative,” makes clear that the Act applies only to cooperatives which constitute common interest communities. The common interest community real estate, moreover, must be owned by the association, which, under Section 3-101, may be organized as a profit or non-profit corporation, trust, trustee, partnership, or depending on the option adopted in a particular State, as an unincorporated association. In requiring, as does Section 3-101, that the association consist exclusively of “unit owners” – defined in MRECA as “proprietary lessees” – the definition tracks the usual requirements of cooperative instruments, which exclude from association membership persons who are not owners or proprietary lessees of the units.

The definition also recognizes the fundamental link between association membership and occupancy rights in providing that unit owners who are the members of the association are entitled to exclusive possession of their units under a proprietary lease – *see* Definition ~~(24)~~ (26) – by virtue of their ownership interests in the assets of the association.

The ownership interest of a cooperative unit owner is a composite interest, which consists of the owner’s ownership interests in the association and his right to occupy a unit pursuant to a proprietary lease. This interest, since it includes the proprietary interest under a lease, may not, as a theoretical matter, exist until a proprietary lease has in fact been executed by the declarant for the units in the cooperative. The definition “unit” resolves this theoretical gap by providing that the declarant is treated as the owner of cooperative interests which have not yet been created.

12. Definition ~~(11)~~ (13), “Dealer,” is a newly defined term in UCIOA. It was not used in any of the three separate Acts. It replaces, in many sections, the words “person in the business of selling (either) real estate (or) cooperative interests for his own account.” Use of the term in UCIOA does not change the substantive results in any of the three Acts.

13. Definition ~~(12)~~ (14), “Declarant,” is designed to exclude persons who may be called

upon to execute the declaration in order to ratify the creation of the common interest community, but who are not intended to be charged with the responsibilities imposed on all declarants by this Act if that is all they do. Examples of such persons include holders of pre-existing liens and, in the case of leasehold common interest communities, ground lessors. (Of course, such a person may become a declarant by subsequently succeeding to a Special declarant right.) Other persons similarly protected by the narrow wording of this definition include real estate brokers, because they do not offer to dispose of their own interest in a unit. Similarly, unit owners reselling their units are not declarants because these units were “previously disposed of” when originally conveyed.

If the association, itself, or in conjunction with another declarant, is offering units for sale to others, and if those units have not previously been sold or otherwise disposed of, then the association itself is a declarant.

Finally, a person who, while in control of the association, chooses not to exercise that control, is still a declarant.

The last bracketed clause in this definition must be deleted in any State which chooses not to enact Article 5 of the Act.

14. Definition ~~(13)~~ (15), “Declaration,” is defined as “~~any instruments~~ the instrument, however denominated, that create a common interest community, including any amendments to ~~those instruments~~ the instrument.” Thus, the term would not only include the traditional condominium declaration with which most practitioners are familiar, or the declaration of covenants, conditions, and restrictions (CC & R’s) so common in planned unit developments. It would also include, for example, a series of deeds to units with common mutually beneficial restrictions, or to any other instruments which create the relationship which constitutes a common interest community. If those recorded instruments create that relationship, then those documents constitute a declaration and must contain, for new projects, the information required by Section 2-105.

The declaration of a cooperative does not include the proprietary leases of the individual units, although a sample of such a lease might be attached as an exhibit to the declaration.

Similarly, the definition of “declaration” of any common interest community does not refer to the bylaws of the association or the documents creating the association. Such documents do not “create” the common interest community, but merely regulate its use after creation. The bylaws may, but need not be, an exhibit to the declaration.

15. Definition ~~(14)~~ (16), “Development rights,” includes a panoply of sophisticated development techniques that have evolved over time throughout the United States and which have been expressly recognized and regulated in the case of condominiums, in an increasing number of jurisdictions, beginning with Virginia in 1974.

The concept of “development rights” lies at the heart of one of the principal goals of the Act, which is to maximize the flexibility available to a developer seeking to adjust the size and mix of a project to the demands of the marketplace, both before and after creation. The principal constraint on that flexibility is the obligation of disclosure, and its impact on marketing. Thus

“development rights” include the rights to:

(a) Increase the size or density of a project, either by adding real property to it, or by creating new units, common elements or limited common elements on either the original land or within the original buildings, or on any other land or buildings subsequently added;

(b) Change the mix of units, common elements, and limited common elements, either by subdividing units, or by converting units into common elements or limited common elements; and

(c) Reduce the size of a project by withdrawing real property – whether land, entire buildings, or particular units – from it.

As a matter of simple logic, there are few other things that could be done to a real property regime which are not include within the concept of development rights. This great flexibility, particularly when coupled with the broad definitions of “unit” and “real estate,” the power to create leasehold projects, and the right to subordinate unit mortgages to blanket mortgage on either the units or common elements, is an important element in the Act.

For example, a declarant may be building (or converting) a 50-unit building on Parcel A with the intention, if all goes well, to “expand” the common interest community by adding an additional building on Parcel B, containing additional units, as part of the same common interest community. If he reserves the right to do so, *i.e.*, to “add real estate to a common interest community,” he has reserved a “development right.”

In certain cases, however, the declarant may desire, for a variety of reasons, to include both parcels in the common interest community from the outset, even though he may subsequently be obliged to withdraw all or part of one parcel. Assume, for example, that in the example just given the declarant intends to build an underground parking garage that will expand into both parcels. If the project is a success, his documentation will be simpler if both parcels were included in the common interest community from the beginning. If his hopes are not realized, however, and it becomes necessary to withdraw all or part of Parcel B from the common interest community and devote it to some other use, he may do so if he has reserved such a development right “to withdraw real estate from the common interest community.” The portion of the garage which extends into Parcel B may be left in the common interest community (separated from the remainder of Parcel B by a horizontal boundary), or the garage may be divided between Parcels A and B with appropriate cross-easement agreements.

The right “to create units, common elements, or limited common elements” has frequently been useful in the case of commercial or mixed use common interest communities, where the declarant needs to retain a high degree of flexibility to meet the space requirements of prospective purchasers who may not approach him until the common interest community has already been created. For example, an entire floor of a high-rise building may be intended for commercial buyers, but the declarant may not know in advance whether one purchaser will want to buy the whole floor as a single unit or whether several purchasers will want the floor divided into service units, separated by common element walls and served by a limited common element corridor. This development right is sometimes useful even in purely residential common interest communities, especially those designed to appeal to affluent buyers. Similarly, the development

rights “to subdivide units or convert units into common elements” is most often of value in commercial common interest communities, but may be useful in certain kinds of residential common interest communities as well.

16. Definition ~~(15)~~ (17), “Dispose” or “Disposition,” includes voluntary transfers to purchasers of any interest in a unit, other than as security for an obligation. Consequently, the grant of a mortgage or other security interest is not a “disposition,” nor is any transfer of any interest to a person who is excluded from the definition of “Purchaser,” *infra*. However, the term includes more than conveyances and would, for example, cover contracts of sale.

17. Definition ~~(18)~~ (20), “Leasehold common interest community,” should be distinguished from land which is leased to a common interest community but not subjected to the common interest community regime. A leasehold common interest community means, by definition, real estate which has been subjected to the common interest community form of ownership. In such a case, units located on the leasehold real estate are typically leased for long terms. At the expiration of such a lease, the common interest community unit or the real estate underlying the unit would be removed from the common interest community if the lease were not exercised or renewed. On the other hand, real estate may not be subjected to common interest community ownership, but may be leased directly to the association or to one or more unit owners for a term of years.

18. In this Act, in contrast to UPCA, Definition ~~(23)~~ (25), “Planned Community,” is a residual concept. That is, any common interest community which fails to fall into the category of a condominium or a cooperative is, by definition, a planned community. The definition also indicates that a planned community may have a condominium or cooperative as a constituent element.

19. Definition ~~(24)~~ (26), “proprietary lease,” describes that instrument initially executed by a cooperative association with the purchaser of a unit, granting the right of exclusive occupancy of a unit. The term and its significance is more fully treated in the Comments to the definition of “Unit.”

20. Definition ~~(25)~~ (27), “Purchaser,” includes a person who acquires any interest in a unit, even as a tenant, if the lease including renewal options, entitles him to occupy the premises for more than 20 years. Excluded from the definition, however, are mortgagees, declarants, and dealers. Persons excluded from the definition of “purchaser” do not receive certain benefits under Article 4, such as the right to a public offering statement (Section 4-102(c)) and the right to rescind (Section 4-108).

21. Definition ~~(26)~~ (28), “Real estate,” is very broad, and is very similar to the definition of “real estate” in Section 1-201(16) of the Uniform Land Transactions Act.

Although often thought of in two-dimensional terms, real estate is a three-dimensional concept, and the third dimension is usually important in the condominium and planned community context. Where real estate is described in only two dimensions (length and width), it is correctly assumed that the property extends indefinitely above the earth’s surface and downwards to a point in the center of the planet. In most condominium and planned communities, however, as in so-called “air rights” projects, ownership does not extend “from the

center of the earth to the heavens” because units are stacked on top of units or units and common elements are interstratified. In such cases, the upper and lower boundaries must be identified with the same precision as the other boundaries.

22. The definition of “residential purposes” includes “recreational purposes.” This common sense definition is used in order to avoid repeated use of a lengthier defined term, such as “residential or consumer owned recreational purposes.”

The Act contemplates that “recreational purposes” would be “consumer owned” recreational purposes commonly marketed for sale to individual owners – uses such as dock spaces for boats, campgrounds, airplane tie downs, etc. By including these kinds of uses within the definition, the Act intends to provide the same consumer protections which it offers to individual residential purchasers – persons who typically buy for their own use – as distinguished from commercial users. Thus, the definition would exclude commercial recreational facilities which are operated as a business or available to the public on a fee for use basis, such as movie theaters, athletic or country clubs, golf courses, and the like.

Further, the definition is not intended to override, and thus perhaps expand on, existing local zoning ordinances which permit only “residential” use.

However, by including these recreational purposes within the defined term “residential purposes,” no change in the plain and traditional meaning of the word “residential” is intended. Thus, the drafters recognize that owners of residential units – *i.e.*, a unit which is designed for use as a residential dwelling – may hold those units for investment purposes, or that individual owners may occasionally or regularly rent their units on an individual or rental pool basis. This is a common practice, for example, with residential communities built near ski or ocean resort areas. Rental occupancy does not change the residential character of the common interest community, or the consumer protections that must be offered to purchasers.

23. Definition ~~(28)~~ (32), “Security interest,” encompasses any interest in real or personal property which secures payment or performance of an obligation. Thus, for example, regardless of whether or not the units in a cooperative are treated as real or personal property pursuant to Section 1-105(a), a lender’s interest in a unit securing the debt is a “security interest.” This definition is adapted from Sections 3-102 and 3-103 of the Uniform Land Transactions Act.

24. Definition ~~(29)~~ (33), “Special declarant rights,” seeks to isolate those rights reserved for the benefit of a declarant which are unique to the declarant and not shared in common with other unit owners. The list, while short, encompasses virtually every significant right which a declarant might seek in the course of creating or expanding a common interest community.

Any person who possesses a special declarant right would be a “declarant,” including any who succeed under Section 3-104 to any of those rights. Thus, the concept of special declarant rights triggers the imposition of obligations on those who possess the rights. Under Section 3-104, those obligations vary significantly, depending upon the particular special declarant rights possessed by a particular declarant. These circumstances are described more fully in the Comments to Section 3-104.

The 2008 amendment created three new "special declarant rights" and, like all special

declarant rights, they are rights which exist only to the extent they are "reserved for the benefit of a declarant" in the declaration. See § 2-105(a)(8). The most unusual of the 3 is the right to control what is commonly called a design review committee. Under the amended Act, no such committee may exist unless properly authorized in the declaration. See § 2-105(a)(14).

In contrast, the new special declarant rights to attend unit owner meetings and to access records of the association resolve questions that have arisen in practice and that track the reasonable expectations of the parties.

25. Definition ~~(30)~~ (34), "Time share," is based on Section 1-102(14) and (18) of the Model Real Estate Time-Share Act.

When this Act was first promulgated in 1982, such concepts as "time share" and "interval ownership" were relatively new; they were neither fully developed nor generally accepted in the marketplace. Moreover, the nature of the relationship between the various forms of common interest ownership and time fractionalization of real estate was not at all clearly understood.

In these circumstances, the Conference adopted a "minimalist" approach in dealing with the concept of time sharing. To that end, the Act simply defined the term "time share" in Section 1-103~~(24)~~ (34) and then required disclosure of any time share provisions in the common interest community; *see* Section 4-105. Otherwise, this Act did not attempt to regulate time sharing or any of the other forms of interval ownership. That task was left to the Model Real Estate Time Sharing Act.

Experience over the intervening dozen years suggests that this minimalist approach remains appropriate. Without a doubt, the evolving field of interval ownership of both personal and real property poses important issues of public policy. However, this Act does not regulate those substantive issues. Instead, whether or not a particular interval ownership project must comply with this Act depends on whether or not the ownership arrangement meets the definition of a "common interest community." If it does, then the Act would apply in the same degree as it would to any common interest community.

26. Definition ~~(31)~~ (35), "Unit," describes a tangible, physical part of the project rather than a right in, or claim to, a tangible physical part of the property. Therefore, for example, a "time-share" arrangement in which a unit is sold to 12 different persons, each of whom has the right to occupy the unit for one month does not create 12 new units – there are, rather, 12 owners of the unit. (Under the section on voting (Section 2-110), a majority of the time-share owners of a unit are entitled to cast the vote assigned to that unit.)

Similarly, in a cooperative, the unit remains a physical part of the real estate; its legal title is vested in the association while the right to possession is held by the unit owner under a proprietary lease. The definition, however, makes it clear that the associations's interest in the unit is unaffected by transfers of interests in that unit to or by unit owners. The unit owner's interest is a composite interest, which consists of an ownership interest in the association, coupled with the right to occupy a unit pursuant to a lease.

The definition makes clear that in the case of a cooperative, if a unit owned by a unit owner is sold, conveyed, or encumbered or otherwise transferred by the unit owner, the interest

in such unit which is affected is the right to possession of that unit under a proprietary lease, coupled with the allocated interests of that unit. In recognizing the relationship between the physical “unit” and the nature of a unit owner’s interest in that unit, and by describing that relationship concisely in the definition, the merged Act was able to delete the definition of “cooperative interest” as it was used in MRECA.

27. Definition ~~(32)~~ (36), “Unit owner,” contemplates that a seller under a land installment contract would remain the unit owner until the contract is fulfilled. As between the seller and the buyer, various rights and responsibilities must be assigned to the buyer by the contract itself, but the association would continue to look to the seller (for payment of any arrears in common expense assessments, for example,) as long as the seller holds title.

The definition makes it clear that a declarant, so long as he owns units in a common interest community, is the unit owner of any unit created by the declaration, and is therefore subject to all of the obligations imposed on other unit owners, including the obligation to pay common expense assessments. This provision is designed to resolve ambiguities on this point which have arisen under several existing state statutes.

In the special case of a cooperative, the declarant is treated as the owner of a unit or “potential unit” to which allocated interests have been allocated, until that unit is conveyed to another.

28. The 2008 amendments create five new definitions: “Assessment” [Section 1-103(3)]; “Bylaws”, [Section 1-103(5)], “Common expense liability” [Section 1-103 (7)], “Record” [Section 1-103(29)] and “Rule” [Section 1-103(31)].

By defining the term “assessment” as the “sum attributable to each unit and due to the association pursuant to Section 3–115”, the Act ties the term directly to the common expense liability of each unit, and to those sections of the Act where each unit’s common expense liability is calculated. It also distinguishes each unit’s assessment from the other sums that may be due from a unit owner - such as the sums described in Section 3-116(a) - which are not a part of the association’s budget and therefore are not included in that unit’s assessment but which “are enforceable in the same manner as unpaid assessments.”

The definition of “bylaws” reflects the common functional meaning of that term, regardless of what different phrase might be used in the declaration to describe this instrument. The definition makes clear that: (i) the bylaws is the instrument that “contains the procedures for conduct of the affairs of the association” - as distinguished from the substantive role played by the declaration; (ii) the functional role of the bylaws remains consistent under the Act even if the association is organized as, for example, a limited liability company where the term “bylaws” is not used in the statute authorizing such entities and the instrument serving that function is identified as an “operating agreement”; and (iii) amendments to the bylaws are incorporated into the amended document for purposes of this Act.

However, regardless of the name of the instrument used in the declaration, this Act mandates the minimum contents of the bylaws; see Section 3-106. Further, any provision of the State’s statutes governing the content of the bylaws or, as appropriate, the operating agreement, to the extent inconsistent with the requirements of Section 3-106, would be overridden by this

Act; see Section 1-108.

Third, “common expense liability” is defined primarily by reference to the substantive section of the Act where the term is used. The term appears in earlier versions of the Act without being defined.

The new definition of “Record” in Section 1-103 (29) makes clear that the definition applies only when the term is used as a noun. The definition derives directly from federal and statute statutes governing electronic signatures; the term is commonly substituted for the word “writing” or “written” in other law.

The new definition of “Rule” in Section 1-103 (31) focuses on the activities to which they apply. That is, rules either “govern the conduct of persons” or they “govern...the use or appearance of property.” In either case, the policy of the Act as expressed in Section 3-120 is that such restrictions ought to be the subject by unit owner review before adoption, and they must in all instances be reasonable; see Section 3-120(h).

In contrast, Section 3-120(g) states that the “association’s internal business operating procedures need not be adopted as rules”. This distinction permits the association’s executive board or its management company to adopt or amend at will the wide variety of internal management procedures that govern the association's daily business activities - as opposed to the conduct of persons or the use and appearance of property. It may be helpful to provide a few examples of what the drafters contemplate might be typical internal business procedures that need not be adopted as rules:

- The association wishes to solicit bids from potential contractors for a particular project or service and adopts a procedure for soliciting, reviewing and accepting those bids.
- The board approves a management contract with an outside management company. The management contract contains various procedures governing how the manager is going to carry out its duties with regard to the management of the association.
- The recreation committee adopts a sign-up procedure for using the pool table in the clubhouse.

SECTION 1-104. NO VARIATION BY AGREEMENT. Except as expressly provided in this [act], the effect of its provisions may not be varied by agreement, and rights conferred by it may not be waived. Except as otherwise provided in Section 1-207, a declarant may not act under a power of attorney, or use any other device, to evade the limitations or prohibitions of this [act] or the declaration.

Comment

1. The Act is generally designed to provide great flexibility in the creation of common

interest communities and, to that end, the Act permits the parties to vary many of its provisions. In many instances, however, provisions of the Act may not be varied, because of the need to protect purchasers, lenders, and declarants. Accordingly, this section adopts the approach of prohibiting variation by agreement except in those cases where it is expressly permitted by the terms of the Act itself.

2. One of the consumer protections in this Act is the requirement for consent by specified percentages of unit owners to particular actions or changes in the declaration. In order to prevent declarants from evading these requirements by obtaining powers of attorney from all unit owners, or in some other fashion controlling the votes of unit owners, this section forbids the use by a declarant of any device to evade the limitation or prohibition of the Act or of the declaration.

3. The second sentence of the section is an important limitation upon the rights of a declarant. Today it is the practice in many jurisdictions, particularly those proscribing expansion of a condominium or planned community by statute, for a declarant to secure powers of attorney from all unit purchasers permitting the declarant unilaterally to expand the condominium or planned community by “unanimous consent” to include new units and to reallocate common element interests, common expense liability, and votes. With such powers of attorney, many declarants have purported to comply with the typical provision of “first generation” condominium statutes requiring unanimous consent for amendments of the declaration concerning such matters. The Act bars this practice.

4. The following sections permit variation:

Section 1-103 (Definitions). All definitions used in the declaration and bylaws may be varied in the declaration, but not in interpretation of the Act.

Section 1-105 (Separate Titles and Taxation). This section permits the declarant of a cooperative to determine whether unit owners’ interests are real or personal property.

Section 1-107 (Eminent Domain). The formulas for reallocation upon taking a part of a unit, and for allocation of proceeds attributable to limited common elements, may be varied.

Article 1, Part 2, **Sections 1-202, 1-203, 1-205, 1-206, and 1-207**, permit a variety of elections to declarants and unit owners with respect to applicability.

Section 2-102 (Unit Boundaries). The declaration may vary the distinctions as to what constitutes the units and common elements.

Section 2-105 (Contents of Declaration). A declarant may add any information he desires to the required content of the declaration.

Section 2-108 (Limited Common Elements). The Act permits reallocation of limited common elements unless prohibited by the declaration.

Section 2-109 (Plats and Plans). There is a presumption regarding horizontal boundaries of units, unless the declaration provides otherwise.

Section 2-111 (Alterations Within Units). Subject to the provisions of the declaration, unit owners may make alterations and improvements to units.

Section 2-112 (Relocation of Boundaries Between Adjoining Units). Subject to the provisions of the declaration, boundaries between adjoining units may be relocated by affected unit owners.

Section 2-113 (Subdivision of Units). If the declaration expressly so permits, a unit may be subdivided into two or more units.

Section 2-115 (Use for Sales Purposes). The declarant may maintain sales offices, management offices, and model units only if the declaration so provides. Unless the declaration provides otherwise, the declarant may maintain advertising on the common elements.

Section 2-116 (Easement to Facilitate Exercise of Special Declarant Rights). Subject to the provisions of the declaration, the declarant and unit owners have easements for the purposes described.

Section 2-117 (Amendment of Declaration). The declaration of a non-residential common interest community may specify less than a two-thirds vote to amend the declaration. Any declaration may require a larger majority.

Section 2-118 (Termination). The declaration may specify a majority larger than 80 percent to terminate and, in a non-residential common interest community, a smaller majority. The declarant may require that the units be sold following termination even though none of them have horizontal boundaries.

In a cooperative, upon termination, the declaration may specify that association creditors have priority over the rights of unit owners, and their creditors.

Section 2-119 (Rights of Secured Lenders). The declaration may require lender approval of specified actions of unit owners or the association.

Section 2-120 (Master Associations). The declaration may provide for some of the powers of the Executive Board to be exercised by a master association.

Section 2-122 (Addition of Unspecified Real Estate). The declaration of a planned community may grant a declarant the right to add additional real estate to the project without stating the location of that real estate in the original declaration.

Section 3-102 (Powers of the Association). The declaration may limit the right of the association to exercise any of the listed powers, except in a manner which discriminates in favor of a declarant. The declaration may authorize the association to assign its rights to future income.

Section 3-103 (Executive Board Members and Officers). Except as limited by the declaration or bylaws, the Executive Board may act for the association.

Section 3-106 (Bylaws). Subject to the provisions of the declaration, the bylaws may contain any matter in addition to that required by the Act.

Section 3-107 (Upkeep of the Common Interest Community). Except to the extent otherwise provided by the declaration, maintenance responsibilities are set forth in this section, and income from real estate subject to development rights inures to the declarant.

Section 3-108 (Meetings). The bylaws may provide for special meetings at the call of less than 20 percent of the Executive Board or the unit owners.

Section 3-109 (Quorums). This section permits statutory quorum requirements to be varied by the bylaws.

Section 3-110 (Voting; Proxies). A majority in interest of the multiple owners of a single unit determine how that unit's vote is to be cast unless the declaration provides otherwise. The declaration may require that lessees vote on specified matters.

Section 3-112 (Conveyance or Encumbrance of Common Elements). The declaration may vary the percentages of unit owners whose approval is required to convey or encumber common elements.

The declaration may also provide that a conveyance or encumbrance of common elements defeats prior encumbrances on those common elements.

Section 3-113 (Insurance). The declaration may vary the provisions of this section in non-residential common interest communities, and may require additional insurance in any community.

Section 3-114 (Surplus Funds). Unless otherwise provided in the declaration, surplus funds are paid or credited to unit owners in proportion to their common expense liabilities.

Section 3-115 (Assessments for Common Expenses). To the extent provided in the declaration, common expenses for limited common elements must be assessed against the units to which they are assigned, common expenses benefiting fewer than all the units must be assessed only against the units benefitted, insurance costs must be assessed in proportion to risk, and utility costs must be assessed in proportion to usage.

Section 3-116 (Lien for Assessment). Unless the declaration provides otherwise, fines, late charges, and other fees are treated as assessments for lien purposes.

Section 4-101 (Applicability; Waiver). All of Article 4 is modifiable or waivable by agreement in a common interest community restricted to non-residential use.

Section 4-115 (Warranties). Implied warranties of quality may be excluded or modified by agreement.

Section 4-116 (Statute of Limitation on Warranties). The six-year limitation may be modified by agreement of the parties.

5. While freedom of contract is a principle of this Act, and variation by agreement is accordingly widely available, freedom of contract does not extend so far as to permit parties to disclaim obligations of good faith, *see* Section 1-113, or to enter into contracts which are unconscionable when viewed as a whole, or which contain unconscionable terms. *See* Section 1-112. This section derives from Section 1-102(3) of the Uniform Commercial Code.

SECTION 1-105. SEPARATE TITLES AND TAXATION.

(a) In a cooperative, unless the declaration provides that a unit owner's interest in a unit and its allocated interests is real estate for all purposes, that interest is personal property. [That interest is subject to the provisions of [insert reference to state homestead exemptions], even if it is personal property.]

(b) In a condominium or planned community:

(1) If there is any unit owner other than a declarant, each unit that has been created, together with its interest in the common elements, constitutes for all purposes a separate parcel of real estate.

(2) If there is any unit owner other than a declarant, each unit must be separately taxed and assessed, and no separate tax or assessment may be rendered against any common elements for which a declarant has reserved no development rights.

(c) Any portion of the common elements for which the declarant has reserved any development right must be separately taxed and assessed against the declarant, and the declarant alone is liable for payment of those taxes.

(d) If there is no unit owner other than a declarant, the real estate comprising the common interest community may be taxed and assessed in any manner provided by law.

Comment

1. Subsection (a) of this section follows the MRECA provisions. The classification of the unit and its allocated interests as real property or as personal property is significant for purposes of such matters as tenure, sales, recordation, transfer taxes, property taxes, estate and inheritance taxes, testate and intestate succession, mortgage lending, the perfection, priority and enforcement of liens, and rights of redemption.

Subsection (a) resolves an important theoretical and practical issue which pervades the cooperative field: whether a unit owner in a cooperative holds an interest in real or in personal property. Subsection (a) permits the declarant to decide that issue for each cooperative on a project-by-project basis.

The issue arises from the fact that the unit owner's interest in the cooperative typically has elements of both real and personal property. His interest includes both a beneficial interest in the association – either through stock ownership or membership – which is clearly a personal property interest, and a long term “proprietary” or ownership interest under a proprietary lease in an apartment – clearly an interest in real estate.

While this is in many ways a highly theoretical issue, it has many practical consequences. For example, if the unit owner's interest is a real estate interest, then that interest – aside from the association's interest – may be subject to real property taxes and conveyance taxes; the recording laws would apply to conveyance of those interests; and real estate foreclosure laws would apply to foreclosure of a lien against those interests. Moreover, a security interest in the unit owner's stock or membership certificate would not be effective against the stock without a security instrument being recorded on the land records. In general, none of Article 9 of the Uniform Commercial Code would be applicable to that interest, and all of the conveyancing rules would apply.

On the other hand, if the interest is a personal property interest – the result required by this section in the absence of a provision in the declaration that the interest is real property – then all of Article 9 of the Uniform Commercial Code would apply to security interests in the unit, the real estate conveyancing rules would not apply, and the interest would be treated for all purposes as personal property.

2. This Act, of course, would apply in all respects regardless of the characterization of the unit owner's interests. Thus, for example, recording to the declaration is required, whether or not the owner's interest in a cooperative interest is real or personal property, because the cooperative itself is the real estate.

3. Whether an institutional lender may lawfully make loans on the unit owner's interest may or may not depend on whether that interest is characterized as real or personal property. That issue is not affected by this Act, however, but by other state law which may permit loans to be made by certain institutional lenders only if secured by an interest in real estate.

4. If a unit owner's interest is a real property interest, recordation of the proprietary lease in the land records is constructive notice of the unit owner's rights. If the unit owner's interest is a personal property interest, recordation of the lease in the land records would be ineffective as constructive notice of that interest, and Article 9 of the Uniform Commercial Code does not provide a mechanism for filing evidence of that ownership interest. It is likely, however, that holders of security interests in units which are personal property would adopt a procedure similar to that followed in Illinois with respect to land trusts, which have been held to be personal property in that State. Under Article 9 of the Uniform Commercial Code and Illinois common law, the secured party files notice of the lien and the lien is thereby perfected for five years, when it must be renewed.

5. Subsection (b) integrates the language of UCA and UPCA regarding condominiums and planned communities. A condominium or planned community may be created, by the recordation of a declaration, long before the first unit is conveyed. This happens frequently, for example, with existing rental apartment projects which are converted into either condominiums or planned communities. Subsection (d) spares the local taxing authorities from having to assess each unit separately until such time as the declarant begins conveying units, although separate assessment from the date the common interest community is created may be permitted under general state law, which permits or requires separate taxation of individual parcels of real estate. When separate tax assessments become mandatory under this section, the assessment for each unit must be based on the value of that individual unit, under whatever uniform assessment mechanism prevails in the State or locality. Importantly, no separate tax bill on the common elements is to be rendered to the association or the unit owners collectively, even though, in the context of planned communities, the common elements owned by the association might be subject to taxation as a separately owned parcel of real estate, in the absence of this provision. Any common element subject to development rights, however, must be separately assessed and taxed to the declarant, *see* subsection (c), in recognition of the independent economic value that those development rights have. This would be true even if the real estate subject to development rights is a part of the common interest community and lawfully “owned” by the unit owners in common, since the rights are in fact an asset of the declarant.

6. If there is any doubt in a particular State whether a unit occupied as a residential dwelling is entitled to treatment as any other residential single-family detached dwelling under the homestead status, this section should be modified to ensure that units are similarly treated.

7. Unlike the law of some States, this section imposes no limitations on the power of a jurisdiction to tax units based on the fair market value of the individual units, rather than on the project as a whole. In most jurisdictions, experience has shown that upon conversion of an apartment building to a common interest form of ownership, the fair market value of the units exceeds the fair market value of that building prior to conversion. Accordingly, a jurisdiction under this Act may impose real estate taxes on common interest community units which reflect the fair market value of those units in the same way that the jurisdiction taxes other forms of real estate.

8. Questions have arisen regarding the consequences of foreclosure of a tax lien on units or development rights in a common interest community.

Under one theory, because real estate taxes are liens on real estate which have priority over all subordinate interests, foreclosure of the real estate tax lien on a unit could result in partial termination of the common interest community, and thus remove the unit from the common interest community. This result would follow if the tax lien were treated under Section 2-118(l) as a “lien . . . against a portion of the real estate comprising the common interest community [which] has priority over the declaration”

Such a result, however, is inconsistent with the expectations of other unit owners in the complex. The appropriate result is that because, under this section, each parcel of real estate is a separate parcel for tax purposes, foreclosure of a tax lien on that parcel simply results in a sale or transfer of an interest in that parcel, as part of the common interest community, unless the parcel being foreclosed is withdrawable real estate.

9. It is also possible that a taxing authority may seek to foreclose on a declarant's development rights. Foreclosure of real estate taxes levied against withdrawable real estate, just as in the case of a foreclosure by a voluntary lienholder, may result in removal of that real estate from the common interest community; *see* Section 2-118(k). However, foreclosure of real estate owned by the declarant which has not yet been added to the common interest community will have no effect on the common interest community unless the taxing authority also acquires the development right to add that real estate to the common interest community.

10. Under Section 3-104(c), of course, foreclosure of a tax lien for unpaid taxes levied against development rights would permit the taxing authority to take title to those development rights and exercise or transfer them as they could any other interest in real estate. However, development rights lapse pursuant to Section 2-110 if they are not exercised within the time limit established by the declaration. This result, implicit under the Act, is expressly the law in some States. *See, e.g., Conn. Gen. Stat. Section 47-229(e)*. If development rights lapse when a tax lien against those rights exists under Section 1-105(c), then whether or not those development rights apply to common elements which have previously been added to the common interest community makes no difference; the municipal lien holder is in no different position than a lender who holds a security interest in those development rights. Accordingly, while the tax lien itself would not be enforceable against the land it would continue to be the obligation of the declarant, as provided in the last clause of this subsection.

SECTION 1-106. APPLICABILITY OF LOCAL ORDINANCES, REGULATIONS, AND BUILDING CODES.

(a) A building code may not impose any requirement upon any structure in a common interest community which it would not impose upon a physically identical development under a different form of ownership.

(b) In condominiums and cooperatives, no zoning, subdivision, or other real estate use law, ordinance, or regulation may prohibit the condominium or cooperative form of ownership or impose any requirement upon a condominium or cooperative which it would not impose upon a physically identical development under a different form of ownership.

(c) Except as provided in subsections (a) and (b), the provisions of this [act] do not invalidate or modify any provision of any building code, zoning, subdivision, or other real estate use law, ordinance, rule, or regulation governing the use of real estate.

Comment

1. The purpose of this section is to resolve the relative roles of the state and local

communities in regulating the creation of common interest communities. The underlying concept is to make clear that the municipality has a legitimate interest in regulating the use of real estate, in accordance with long established zoning, building code, and similar practices, and that such practices continue to have equal applicability to common interest communities as they do to purely rental projects. With respect to forms of ownership, however, this Act, as a state enactment, preempts the field and accordingly, except as provided in the Act, the municipality may not regulate the form of ownership, as opposed to the use of that real estate.

2. Consistent with the concept described in Comment 1, subsection (a) prohibits discriminatory application of building codes against common interest communities by local law making authorities. Thus, if a building code imposes a requirement which cannot be met if property is owned as a common interest community but which would not be violated if all of the property constituting the common interest community were owned by a single owner, this section makes it unlawful to apply that requirement or restriction to the common interest community. For example, in the case of a high-rise apartment building, if a building code requirement imposing a minimum fire wall rating between apartments would not prevent a rental apartment building from being built, this Act would override any requirement that might impose a higher fire wall rating between apartments merely because the same building might be owned as a common interest community.

3. While subsection (a) prevents discrimination against all forms of common interest communities under building codes, subsection (b) does not prevent local law making authorities from using zoning, subdivision, and other real estate regulations to specifically regulate the planned community form of ownership, in ways different from rental project, or condominiums. This distinction simply recognizes the existing practice in some communities that permits a local zoning board, as a condition of granting a cluster housing zoning permit, to require the right of prior plan approval. However, such regulations may not be used to proscribe the condominium or cooperative form of ownership, or to discriminate against these two types of common interest communities. Accordingly, a community could not prevent a condominium conversion by applying setback requirements between apartments which would not apply if all the apartments were owned by a single owner, or by requiring more parking for condominiums than for rental apartments.

4. Subsection (c) makes clear that, except for the prohibition on discrimination against common interest communities under building codes, and except for the prohibition on the use of zoning, subdivision, and other real estate laws, ordinances, or regulations to ban or discriminate against cooperatives and condominiums, the Act has no effect on real estate or personal property laws. For example, a particular parcel of real estate submitted to the common interest community form of ownership might be of such size that all of the real estate is required to support a proposed density of units or to satisfy minimum setback requirements. Under this Act, part of the submitted real estate might be subject to a development right entitling the declarant to withdraw it from the common interest community, but the mere reservation of this right would not constitute a subdivision of the parcel into separate ownership. If a declarant or foreclosing lender at a later time sought to exercise the option to withdraw the real estate, however, withdrawal would constitute a subdivision and would be illegal if the effect of withdrawal would be to violate setback requirements, or to exceed the density of units permitted on the remaining parcel.

SECTION 1-107. EMINENT DOMAIN.

(a) If a unit is acquired by eminent domain or part of a unit is acquired by eminent domain leaving the unit owner with a remnant that may not practically or lawfully be used for any purpose permitted by the declaration, the award must include compensation to the unit owner for that unit and its allocated interests, whether or not any common elements are acquired. Upon acquisition, unless the decree otherwise provides, that unit's allocated interests are automatically reallocated to the remaining units in proportion to the respective allocated interests of those units before the taking, and the association shall promptly prepare, execute, and record an amendment to the declaration reflecting the reallocations. Any remnant of a unit remaining after part of a unit is taken under this subsection is thereafter a common element.

(b) Except as provided in subsection (a), if part of a unit is acquired by eminent domain, the award must compensate the unit owner for the reduction in value of the unit and its interest in the common elements, whether or not any common elements are acquired. Upon acquisition, unless the decree otherwise provides, (i) that unit's allocated interests are reduced in proportion to the reduction in the size of the unit, or on any other basis specified in the declaration and (ii) the portion of the allocated interests divested from the partially acquired unit are automatically reallocated to that unit and to the remaining units in proportion to the respective allocated interests of those units before the taking, with the partially-acquired unit participating in the reallocation on the basis of its reduced allocated interests.

(c) If part of the common elements is acquired by eminent domain, the portion of the award attributable to the common elements taken must be paid to the association. Unless the declaration provides otherwise, any portion of the award attributable to the acquisition of a limited common element must be equally divided among the owners of the units to which that limited common element was allocated at the time of acquisition.

(d) The court decree must be recorded in every [county] in which any portion of the common interest community is located.

Comment

1. The provisions of this statute are not intended to supplant the usual rules of eminent domain but merely to supplement those rules in addressing the unique problems which eminent domain raises in the context of a common interest community. Nevertheless, because the law of eminent domain differs widely among the various States, the law of each State should be reviewed to ensure that the eminent domain code and this section are properly integrated. For example, subsection (a) uses the words “the award must include compensation to the unit owner.” This language, a change first made in MRECA, suggests that, under other state law, compensation for other interests may be required in an appropriate case and the section does not limit that result.

2. When a unit is taken or partially taken by eminent domain, this section provides for a recalculation of the allocated interests of all units.

Example 1: Suppose that all allocated interests in a nine-unit common interest community were originally allocated to the units on the basis of size. If eight of the units are all equal in size and one is twice as large as the others, the allocated interests would be 20% for the largest unit and 10% for each of the other eight units.

Suppose that one of the smaller units is removed from the common interest community by a condemning authority. Subsection (a) provides that the allocated interests would automatically shift, at the time of the taking, so that the larger unit would have $22\frac{2}{9}\%$ while each of the small units would have $11\frac{1}{9}\%$.

Example 2: Suppose, in Example 1, that the condemnation only reduced the size of one of the smaller units by 50%, leaving the remaining half of the unit usable. Subsection (b) provides that the allocated interests would automatically shift to $5\frac{5}{19}\%$ for the partially taken unit, $21\frac{10}{19}\%$ for the largest unit, and $10\frac{10}{19}\%$ for each of the other units. Note that the fact that the partially taken unit was reduced to half its former size does not mean that its allocated interests are only half as large as before the taking. Rather, that unit participates in the reallocation in proportion to its reduced size. That is why the partially taken units’ reallocated interests are $5\frac{5}{19}\%$ rather than 5%.

3. An important issue raised by this section is whether or not a governmental body acquiring a unit by eminent domain has a right to also take that unit’s allocated interests and thereby assume membership in the association by virtue of its power of eminent domain. While there is no question that a governmental body may acquire any real property by eminent domain, there is no case law on the question of whether or not the governmental body may take a unit as part of a common interest community or must take the unit and have the unit excluded from the common interest community.

Subsection (a) merely requires that the taking body compensate the unit owner for all of

his unit and its allocated interests, whether or not any common elements are acquired. The Act also requires that the allocated interests are automatically reallocated upon taking to the remaining units unless the decree provides otherwise. Whether or not the decree may constitutionally provide otherwise in the case of a particular taking (for example, by allocating the allocated interests to the government) is an unanswered question.

4. In the circumstances of a taking of part of a unit, it is important to have some objective test by which to measure the portion of allocated interests to be reallocated. Subsection (b) sets forth a formula based on relative size, but permits the declaration to vary that formula to some other more appropriate formula in a particular circumstance. The right to vary the formula in the declaration is important, since it is clear that the formula set forth in the statute may in some instances result in gross inequities.

Example 1: Suppose in a commercial common interest community consisting of four units, each unit consists of a factory and parking lot, and the declaration provides that each unit's common expense liability, including utilities, is equal. Suppose further that the area of the factory building and parking lot in unit number one are equal, and that $\frac{1}{2}$ the parking lot is taken by eminent domain, leaving the factory and $\frac{1}{2}$ the lot intact. Under the formula set out in the statute, unit number one's common expense liability would be reduced even though its utilities might not be reduced at all, thus resulting in a windfall for the unit owner.

Example 2: Suppose that a common interest community contains ten units, each of which is allocated a $\frac{1}{10}$ undivided interest in the association. Suppose further that a taking by eminent domain reduces the size of one of the units by 50%. In such case, the ownership interest of all the units will be reallocated so that the partially-taken unit has a $\frac{1}{19}$ undivided interest in the common elements and the remaining nine units each has a $\frac{2}{19}$ undivided interest in the common elements. Thus, the partially-taken unit has a common element interest equal to $\frac{1}{2}$ of the common element interest allocated to each of the other units. Note that this is not equivalent to the partially-taken unit having a 5% undivided interest and the remaining nine units each having a 10% undivided interest.

5. Even before the amendment formally acknowledging the reallocation of percentages required by this section is recorded, the reallocation is deemed to have occurred simultaneously with the taking. This rule is necessary to avoid the hiatus that otherwise could occur between the taking and the reallocation of interests, votes, and liabilities.

Legislative Note – (11/07): *The practice of the states may vary with respect to the documentation of eminent domain awards, and the word “decree” should therefore be considered for amendment as appropriate.*

SECTION 1-108. SUPPLEMENTAL GENERAL PRINCIPLES OF LAW

APPLICABLE. The principles of law and equity, including the law of corporations [.] [and] any other form of organization authorized by the law of this state [and unincorporated associations], the law of real ~~property~~ estate, and the law relative to capacity to contract,

principal and agent, eminent domain, estoppel, fraud, misrepresentation, duress, coercion, mistake, receivership, substantial performance, or other validating or invalidating cause supplement the provisions of this [act], except to the extent inconsistent with this [act].

Comment

1. This Act displaces existing law relating to common interest communities and other law only as stated by specific sections and by reasonable implication therefrom. Moreover, unless specifically displaced by this statute, common law rights are retained. The listing given in this section is merely an illustration, no listing could be exhaustive.

2. The bracketed language concerning unincorporated associations should be deleted if the enacting State requires incorporation of a unit owners' association. *See* the parallel language contained in Section 3-101.

SECTION 1-109. CONSTRUCTION AGAINST IMPLICIT REPEAL. This [act] being a general act intended as a unified coverage of its subject matter, no part of it shall be construed to be impliedly repealed by subsequent legislation if that construction can reasonably be avoided.

Comment

This section derives from Section 1-104 of the Uniform Commercial Code.

SECTION 1-110. UNIFORMITY OF APPLICATION AND CONSTRUCTION. This [act] shall be applied and construed so as to effectuate its general purpose to make uniform the law with respect to the subject of this [act] among states enacting it.

Comment

This Act should be construed in accordance with its underlying purpose of making the law uniform with respect to all forms of common interest communities, as well as the purposes stated in the Prefatory Note of simplifying, clarifying, and modernizing the law of common interest communities, promoting the interstate flow of funds to common interest communities, and protecting consumers, purchasers, and borrowers against common interest community practices which may cause unreasonable risk of loss to them. Accordingly, the test of each section should be read in light of the purpose and policy of the rule or principle in question, and also of the Act as a whole.

SECTION 1-111. SEVERABILITY. If any provision of this [act] or the application

thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of this [act] which can be given effect without the invalid provisions or applications, and to this end the provisions of this [act] are severable.

Legislative Note: *Include this section only if this state lacks a general severability statute or a decision by the highest court of this state stating a general rule of severability.*

SECTION 1-112. UNCONSCIONABLE AGREEMENT OR TERM OF CONTRACT.

(a) The court, upon finding as a matter of law that a contract or contract clause was unconscionable at the time the contract was made, may refuse to enforce the contract, enforce the remainder of the contract without the unconscionable clause, or limit the application of any unconscionable clause in order to avoid an unconscionable result.

(b) Whenever it is claimed, or appears to the court, that a contract or any contract clause is or may be unconscionable, the parties, in order to aid the court in making the determination, must be afforded a reasonable opportunity to present evidence as to:

(1) the commercial setting of the negotiations;

(2) whether a party has knowingly taken advantage of the inability of the other party reasonably to protect his interests by reason of physical or mental infirmity, illiteracy, inability to understand the language of the agreement, or similar factors;

(3) the effect and purpose of the contract or clause; and

(4) if a sale, any gross disparity, at the time of contracting, between the amount charged for the property and the value of that property measured by the price at which similar property was readily obtainable in similar transactions. A disparity between the contract price and the value of the property measured by the price at which similar property was readily obtainable in similar transactions does not, of itself, render the contract unconscionable.

Comment

This section is similar to Section 2-302 of the Uniform Commercial Code and Section 1-311 of the Uniform Land Transactions Act. The rationale and Comments provided in those sections are equally applicable to this section.

SECTION 1-113. OBLIGATION OF GOOD FAITH. Every contract or duty governed by this [act] imposes an obligation of good faith in its performance or enforcement.

Comment

This section sets forth a basic principle running throughout this Act: in transactions involving common interest communities, good faith is required in the performance and enforcement of all agreements and duties. Good faith, as used in this Act, means observance of two standards: “honesty in fact,” and observance of reasonable standards of fair dealing. While the term is not defined, the term is derived from and used in the same manner as in Section 1-201 of the Uniform Simplification of Land Transfers Act, and Sections 2-103(i)(b) and 7-404 of the Uniform Commercial Code.

SECTION 1-114. REMEDIES TO BE LIBERALLY ADMINISTERED.

~~(a)~~ The remedies provided by this [act] shall be liberally administered to the end that the aggrieved party is put in as good a position as if the other party had fully performed. However, consequential, special, or punitive damages may not be awarded except as specifically provided in this [act] or by other rule of law.

~~(b) Any right or obligation declared by this [act] is enforceable by judicial proceeding.~~

Comment

The 2008 deletion of subsection (b) in Section 1-114 does not substantively amend the Act, since the same concept is embedded in amended Section 4-117 of the Act.

SECTION 1-115. ADJUSTMENT OF DOLLAR AMOUNTS.

(a) From time to time the dollar amount specified in Section 1-203 must change, as provided in subsections (b) and (c), according to and to the extent of changes in the Consumer Price Index for Urban Wage Earners and Clerical Workers: U.S. City Average, All Items 1967 = 100, compiled by the Bureau of Labor Statistics, United States Department of Labor, (the “Index”). The Index for December, 1979, which was 230, is the Reference Base Index.

(b) The dollar amount specified in Section 1-203 and any amount stated in the declaration pursuant to that section, must change on July 1 of each year if the percentage of change, calculated to the nearest whole percentage point, between the Index at the end of the preceding year and the Reference Base Index is 10 percent or more, but (i) the portion of the percentage change in the Index in excess of a multiple of 10 percent must be disregarded and the dollar amount shall change only in multiples of 10 percent of the amount appearing in this [act] on the date of enactment; (ii) the dollar amount must not change if the amount required by this section is that currently in effect pursuant to this [act] as a result of earlier application of this section; and (iii) in no event may the dollar amount be reduced below the amount appearing in this [act] on the date of enactment.

(c) If the Index is revised after December, 1979, the percentage of change pursuant to this section must be calculated on the basis of the revised Index. If the revision of the Index changes the Reference Base Index, a revised Reference Base Index must be determined by multiplying the Reference Base Index then applicable by the rebasing factor furnished by the Bureau of Labor Statistics. If the Index is superseded, the Index referred to in this section is the one represented by the Bureau of Labor Statistics as reflecting most accurately changes in the purchasing power of the dollar for consumers.

Comment

1. The 1994 revision deleted the reference to Section 4-101(b)(7) to reflect the fact that another amendment deletes that section from the Act.

2. Subsection (c) requires recalculation of the Consumer Price Index if the Reference Base Index should be changed by the Department of Labor.

In 1987, the Bureau of Labor Statistics did in fact change the CPI for Urban and Clerical Workers, which used a 1967 base year, by adopting a rebasing factor. The new Index uses a base year of “1982-84 = 100.”

While the index referenced in this Uniform Act is now obsolete, the drafters declined to modify the Uniform Act to delete reference to the old index. As of mid-1993, all the States

which had adopted a version of UCIOA incorporated this indexing section. There is no reason to suggest that those adoptions were in error or that they even require amendment, since the statute as drafted has a functioning and mandatory self-correction mechanism.

However, States which choose to adopt this Act after 1994 should revise subsection (a) – as Nevada did, for example – to refer to “1982-84 = 100,” rather than “1967 = 100.”

Subsection (c) of the Act requires an adopting State to revise the Reference Base Index when, as is now the case, the “revision of the index changes the Reference Base Index.” The rebasing factor for the 1967 Index furnished by the Bureau of Labor Statistics is 0.3357175. Applying that rebasing factor to the original December, 1979 Reference Base Index of 230 yields a Revised Reference Base Index of 77.215, or 77.

The December 1994 Index (using the 1982-84 = 100 Base) was 147.2. Accordingly, a recalculation of the \$300 figure in Section 1-203 as of July 1, 1995 would be done as follows:

December 1979 Index =	77	(1967 Reference Base Index of 230, multiplied by the rebasing factor and rounded to the nearest whole percent).

December 1994 Index =	147.0	(Using 1982-84 = 100 Index for the end of 1994, the year preceding 1995, rounded to the nearest whole percent).

Difference	=	70.0

70 is 90.9% of the Reference Base Index, or more than a 10% increase. Thus, on July 1, 1995, the \$300 amount specified in Section 1-203 would increase. Because the amount of increase “in excess of a multiple of 10% must be disregarded,” the dollar amount of \$300 increases by 90%, or \$270. Therefore, as of July 1, 1995 the triggering dollar amount would be \$570, or \$47.50 per month.

SECTION 1-116. RELATION TO ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT. This [act] modifies, limits, and supersedes the federal Electronic Signatures in Global and National Commerce Act, 15 U.S.C. Section 7001, et seq., but does not modify, limit, or supersede Section 101(c) of that act, 15 U.S.C. Section 7001(c), or authorize electronic delivery of any of the notices described in Section 103(b) of that act, 15 U.S.C. Section 7003(b).

Comment

In 2000, Congress enacted the "Electronic Signatures in Global and National Commerce Act", 106 PUB.L.NO. 229, 114 Stat. 464, 15 U.S.C. § 7001, *et seq.* (popularly known as “E-

Sign”). E-Sign largely tracks the Uniform Electronic Transactions Act (UETA). Section 102 of E-Sign, entitled "Exemption to preemption", provides in pertinent part that:

(a) A State statute, regulation, or other rule of law may modify, limit, or supersede the provisions of section 101 with respect to State law only if such statute, regulation, or rule of law—

(1) constitutes an enactment or adoption of the Uniform Electronic Transactions Act as approved and recommended for enactment in all the States by the National Conference of Commissioners on Uniform State Laws in 1999" [with certain exceptions] or

(2)(A) specifies the alternative procedures or requirements for the use or acceptance (or both) of electronic records or electronic signatures to establish the legal effect, validity, or enforceability of contracts or other records, if [they meet certain criteria] and

(B) if enacted or adopted after the date of the enactment of this Act, makes specific reference to this Act.

15 U.S.C. § 7002(a). The inclusion of this section is necessary to comply with the requirement that the act “make[] specific reference to this Act” pursuant to 15 U.S.C. § 7002(a)(2)(B) if the act contains a provision authorizing electronic records or signatures in place of writings or written signatures.

[PART] 2

APPLICABILITY

SECTION 1-201. APPLICABILITY TO NEW COMMON INTEREST

COMMUNITIES. Except as otherwise provided in ~~Sections 1-202 and 1-203~~ this [part], this [act] applies to all common interest communities created within this state after [the effective date of this {act}]. The provisions of [insert reference to all present statutes expressly applicable to planned communities, condominiums, cooperatives, or horizontal property regimes] do not apply to common interest communities created after [the effective date of this {act}]. Amendments to this [act] apply to all common interest communities created after [the effective date of this {act}] or ~~subjected~~ made subject to this [act] by amendment of the declaration of the common interest community, regardless of when the amendment is ~~adopted in this state~~ to this [act] becomes effective.

Comment

1. The question of the extent to which a state statute should apply to particular common interest communities involves two major conceptual problems: (1) whether the statute should require or permit different results for common interest communities created before and after the statute takes effect; and (2) whether differences in the forms of ownership, and the history of their development, requires different levels of applicability to those various forms.

Two conflicting policies are posed when considering the applicability of this Act to “old” and “new” common interest communities in the enacting State. On the one hand, it is desirable, for reasons of uniformity, for the Act to apply to all common interest communities located in a particular State, regardless of whether the common interest community was created before or after adoption of the Act in that State. To the extent that different laws apply within the same State to different common interest communities, confusion results in the minds of both lenders and consumers. Moreover, because of the inadequacies and uncertainties of common interest communities created under prior law, if any, and because of the requirements placed on declarants and unit owners’ associations by this Act which might increase the costs of new common interest communities, different markets might tend to develop for common interest communities created before and after adoption of the Act.

On the other hand, to make all provisions of this Act automatically applicable to “old” common interest communities might violate the constitutional prohibition of impairment of contracts. In addition, aside from the constitutional issue, automatic applicability of the entire Act almost certainly would unduly alter the legitimate expectations of some present unit owners and declarants.

Accordingly, the philosophy of this part reflects a desire to maximize the uniform applicability of the Act to all common interest communities in the enacting State, while avoiding the difficulties raised by automatic application of the entire Act to preexisting common interest communities.

In carrying out this philosophy with respect to “new projects, the Act applies to all common interest communities “created” within the State after the Act’s effective date; at the same time, special limitations on that applicability are provided in the case of certain new cooperatives and planned communities in the following sections. This is the effect of the first sentence of the section. The second sentence makes clear that the provisions of old statutes expressly applicable to common interest communities do **not** apply to common interest communities created after the effective date of this Act.

“Creation” of a common interest community pursuant to this Act occurs upon recordation of a declaration pursuant to Section 2-101; however, the definition of “Common Interest Community” in Section 1-103(7) contemplates that *de facto* common interest communities may exist, if the nature of the ownership interest fits the definition, and the Act would apply to such a project. Any real estate project which includes individually owned units meeting the definition is therefore subject to the Act if created within the State after the Act’s effective date. No intent to subject the project to the Act is required, and an express intention to the contrary would be invalid and ineffective.

The reference in this section to “all present statutes expressly applicable to condominiums or horizontal property regimes” is intended to distinguish between a State’s condominium and other enabling statutes and those statutes which apply not only to common interest communities, but to other forms of real estate, such as taxation statutes or subdivision statutes. Thus, reference to the State’s condominium or horizontal property regime enabling statutes should be included here, while references to taxation, subdivision, or other statutes which are not restricted solely to condominiums should not be included.

2. The 1994 amendment makes clear that if an amendment to the Act is adopted after the Act is initially adopted in any State, the same body of law will thereafter apply to all common interest communities created under the Act or subjected to it. This is the corporate model, and avoids perpetuating the retroactivity issue which this Act addressed initially in Sections 1-204, 1-205, and 1-206. Note that the amendment would **not** automatically apply to common interest communities created **before** the original effective date of the Act even though limited provisions of the Act do apply retroactively. Instead, an “old” project would have to be “subjected” to the Act by vote of its unit owners under Section 1-206.

Since the Act permits the declaration to vary the default results under the Act, the drafters also contemplate that, in those cases where the pre-existing declaration conflicts with the new amendment to the Act, the old declaration will prevail, unless the owners vote to amend the declaration to change that result.

SECTION 1-202. EXCEPTION FOR SMALL COOPERATIVES. If a cooperative contains no more than 12 units and is not subject to any development rights, it is subject only to Sections 1-106 (Applicability of Local Ordinances, Regulations, and Building Codes) and 1-107 (Eminent Domain) of this [act] unless the declaration provides that the entire [act] is applicable.

Comment

1. Section 1-201 provides generally that the Act applies to all cooperatives “created” within the State after the Act’s effective date. Under Section 1-202, however, only two sections of this Act automatically apply to a cooperative created after the effective date of this Act if that cooperative contains only 12 units or less and is not subject to development rights. Importantly, Section 1-105, which permits the declarant to determine whether the cooperative interests are real or personal property, does not apply unless the declarant elects to have the entire Act apply. Thus, the determination of whether the cooperative interests in a small cooperative created after the effective date of the Act are real or personal property may depend on other state laws. The Act, however, also permits such a cooperative to elect to be subject to the entire Act.

2. The default rule of the Act is that only two sections of the Act automatically apply to a “small” cooperative. However, the fact that the declarant may choose not to have the entire Act apply to a cooperative which meets the criteria of this section does not mean that the same declarant may not also choose to incorporate discrete provisions of the Act directly into the documents creating that cooperative. This might be done by simply repeating the text of the statute as a provision of the declaration. If this were to occur, those provisions would then apply

as a matter of contract rather than by statute, and a reviewing court would presumably review them under the common law or other statutory law of the State, rather than under this Act.

3. The 1994 amendment to Section 1-207 adopts the policy that a non-residential common interest community of any type is not subject to the Act unless the declarant elects that result. The 1994 amendment to this section reflects that policy, since the original text was more restrictive for nonresidential cooperatives.

SECTION 1-203. EXCEPTION FOR SMALL AND LIMITED EXPENSE

LIABILITY PLANNED COMMUNITIES.

(a) If a planned community that is not subject to any development right:

(1) contains no more than 12 units; or

(2) provides, in its declaration, that the annual average common expense liability of all units restricted to residential purposes, exclusive of optional user fees and any insurance premiums paid by the association, may not exceed \$300 as adjusted pursuant to Section 1-115 (Adjustment of Dollar Amounts), it is subject only to Sections 1-105 (Separate Titles and Taxation), 1-106 (Applicability of Local Ordinances, Regulations, and Building Codes), and 1-107 (Eminent Domain) unless the declaration provides that this entire [act] is applicable.

(b) The exemption provided in subsection (a)(2) applies only if:

(1) the declarant reasonably believes in good faith that the maximum stated assessment will be sufficient to pay the expenses of the planned community; and

(2) the declaration provides that the assessment may not be increased above the limitation in subsection (a)(2) during the period of declarant control without the consent of all unit owners.

Comment

1. Section 1-201 provides generally that the Act applies to all planned communities “created” within the State after the Act’s effective date. Section 1-203, however, makes only a few of the Act’s sections applicable to either planned communities containing 12 or fewer units with no development rights or to *de minimis* planned communities – as measured by the size of its common expense assessments – unless the planned community’s declaration makes the entire Act applicable.

2. The 1994 amendment incorporates into Section 1-203 two limitations that previously existed in Section 4-101(b)(7).

(a) Subsection (a), which was formerly all of Section 1-203, was amended to increase the number of planned communities which are not automatically subject to the full provisions of the Act. This has been accomplished by increasing the dollar amount in subsection (a)(2) from \$100 per year to \$300 per year.

(b) Subsection (b) was added to incorporate an important limitation on the flexibility granted to declarants to create planned communities which are subject to only a few sections of the Act. Again, the limitation derives from former Section 4-101(b)(7). Specifically, the exemption in (a)(2) applies to "de minimus" planned communities, that is, communities, regardless of size, with very few common elements and "commonness" measured by the fact that the maximum annual common charges, exclusive of optional fees and insurance premiums, were once only \$100 a year and are now \$300 a year. Under subsection (b), this cap must be reasonable and not amendable during the period of declarant control.

SECTION 1-204. APPLICABILITY TO PRE-EXISTING COMMON INTEREST COMMUNITIES.

(a) Except for a cooperative or planned community described as provided in Section 1-205 or a nonresidential common interest community described in Section 1-207, ~~(Same; Exception for Small Pre-Existing Cooperatives and Planned Communities)~~, the following sections apply to a common interest community created in this state before [the effective date of this act]:

(1) Sections 1-105 ~~(Separate Titles and Taxation)~~;₂

(2) Section 1-106 ~~(Applicability of Local Ordinances, Regulations, and Building Codes)~~;₂

(3) Section 1-107 ~~(Eminent Domain)~~;₂

(4) Section 1-206;

(5) Section 2-102;

(6) Section 2-103 ~~(Construction and Validity of Declaration and Bylaws)~~;₂

(7) Section 2-104 ~~(Description of Units)~~;₂

(8) Section 2-117 (h) and (i);

(9) Section 2-121 ~~(Merger or Consolidation of Common Interest Communities)~~;₂

(10) Section 2-124;
(11) Section 3-102(a)(1) through (6) and (11) through (16) (Powers of Unit Owners² Association);
(12) Section 3-103;
(13) Section 3-108
(14) Section 3-111 (Tort and Contract Liability);
(15) Section 3-116 (Lien for Assessments);
(16) Section 3-118 (Association Records);
(17) Section 3-124;
(18) Section 4-109 (Resales of Units), and;
(19) Section 4-117 (Effect of Violation on Rights of Action; Attorney's Fees); and
(20) Section 1-103 (Definitions) to the extent necessary in to construing construe any of
those sections, apply to all common interest communities created in this state before the
effective date of this [act];

(b) but those The sections described in subsection (a) apply only with respect to events
and circumstances occurring after the effective date of this [act] and do not invalidate existing
provisions of the [declaration, bylaws, or plats or plans] of those common interest communities.

Comment

1. This section states the general rules of applicability of the Act to common interest communities which were created before the effective date of this Act.

2. The Act adopts a novel three-step approach to common interest communities created before the effective date of the Act. First, certain provisions of the Act described in Section 1-204 automatically apply to “old” common interest communities, but only prospectively, and only in a manner which does not invalidate provisions of declarations and bylaws valid under “old” law. Second, “old” law remains applicable to previously created common interest communities where not automatically displaced by the Act. Third, under Section 1-206, owners of “old” common interest communities may amend any provisions of their declaration or bylaws, even if the amendment would not be permitted by “old” law, so long as (a) the amendment is adopted in accordance with the procedure required by “old” law and the existing declaration and

bylaws, and (b) the substance of the amendment does not violate this Act. In addition, as in the case of “new” projects, special exceptions are provided, in Section 1-205, for “small” projects.

3. Elaboration of the principles described in the last Comment may be helpful.

First, Section 1-204 provides that the enumerated provisions automatically apply to common interest communities created under pre-existing law, even though no action is taken by the unit owners. Many of the sections which do apply should measurably increase the ability of the unit owners to effectively manage the association, and should help to encourage the marketability of common interest communities created under early condominium statutes, or under common law. To avoid possible constitutional challenges, these provisions, as applied to “old” common interest communities, apply only to “events and circumstances occurring after the effective date of this Act;” moreover, the provisions of this Act are subject to the provisions of the instruments creating the common interest community, and this Act does not invalidate those instruments.

Example 1: Under Section 1-204, Section 4-109 (Resale of Units) automatically applies to “old” common interest communities. Accordingly, unit owners in common interest communities established prior to adoption of the Act would be obligated after the Act’s effective date to provide resale certificates to future purchasers of units. However, the failure of a unit owner to provide such a certificate to a purchaser who acquired the unit before the effective date of the Act would not create a cause of action in the purchaser, because the conveyance was an event occurring before the effective date of the Act.

Example 2: Under Section 1-204, Section 3-118 (Association Records) automatically applies to “old” common interest communities. As a result, a unit owners’ association of an “old” common interest community must maintain certain financial records, and all the records of the association “shall be made reasonably available for examination by any unit owner and his authorized agents,” even if the “old” law did not require that records be kept, or access provided. If the declaration or bylaws, however, provided that unit owners could not inspect the records of the association without permission of the president of the association, the restriction in the declaration would continue to be valid and enforceable.

Second, the prior laws of the State relating to common interest communities are not repealed by this Act because those laws will still apply to previously-created projects, except when displaced. Some States at one point made certain provisions of their condominium statutes automatically applicable to pre-existing condominiums. In certain instances, this attempted retroactive application has raised serious constitutional questions, has caused doubts to arise as to the continued validity of those condominiums, and has created general confusion as to what statutory rules should be applied.

Third, the Act seeks to alleviate any undesirable consequences of “old” law, by a limited “opt-in” provision, as provided in Section 1-206. More specifically, Section 1-206 permits the owners of a pre-existing common interest community to take advantage of the salutary provisions of this statute to the extent that can be accomplished consistent with the procedures for amending the project instruments as specified in those instruments and in the pre-existing

statute or common law.

Example 3: Under most “first generation” condominium statutes, unit owners have no power to relocate boundaries between adjoining units. Under Section 2-112 of this Act, unit owners have such power, unless limited by the declaration. While Section 2-112 does not automatically apply to “old” common interest communities, if the unit owners of a pre-existing community amend their declaration to permit unit owners to relocate boundaries, this section would validate that amendment, even if it were invalid under old law.

4. The 2008 amendments to this section add several existing and new sections of the Act that apply to projects created before the effective date of this Act in a particular state. Those new sections are:

Section 1-206, which addresses amendments to governing instruments of a project;

Section 2-102, dealing with Unit boundaries;

Section 2-117 (h) and (i), which ease the amendment process, both for amendments that require lender consent and for amendments requiring a greater than 80% vote of unit owners;

Section 2-124, a new section dealing with termination of a project following a catastrophe;

Section 3-103 dealing with the make-up of the executive board and the declarant's right to control the association at the outset of the project;

Section 3-108 dealing with meetings of unit owners and of the executive board; and

Section 3-124, a new section dealing with litigation involving the declarant.

5. In considering which sections of the Act might be applied automatically to projects created under other law, the drafters remain concerned to avoid constitutional infirmity as a consequence of challenges under Article I, Section 10 of the United States Constitution, which bars a State - but not the federal government - from passing any law "...impairing the Obligation of Contracts...."

That subject, which was addressed in Comment 3 to this section in the original version of this Act, has subsequently been raised in a number of litigated cases, with mixed results.

Compare, e.g., Fourth La Costa Condominium Owners Ass'n v. Seith, 159 Cal. App. 4th 563 (2008) (statute not unconstitutional) with Association of Apartment Owners of Maalaea Kai, Inc. V. Stillson, 116 P.3d 644 (Hawaii 2005) (statute unconstitutional as applied).

The policy issues are not free from difficulty. On the one hand, for reasons of consistent management, judicial interpretation and consumer expectations among common interest communities in the same State, a single body of law that applies with equal force to all common interest communities in a State regardless of when created, would be greatly preferable. This, of course, is the general result in the field of corporate law, where all amendments to corporate

statutes generally apply to all corporations in a state, regardless of whether they have retroactive application.

On the other hand, aside from the issue of possible constitutional infirmity, at least one practical reason - that being the "law of the project", which is known to all residents of a common interest community from the time they first became residents - is often raised to justify a refusal to apply new real estate laws retroactively to older projects.

The 2008 amendments continue to strike a middle ground between these positions.

SECTION 1-205. ~~SAME; EXCEPTION FOR APPLICABILITY TO SMALL PRE-EXISTING~~ PREEXISTING COOPERATIVES AND PLANNED COMMUNITIES. If a cooperative or planned community created within this state before [the effective date of this {act}] contains no more than 12 units and is not subject to any development ~~rights~~ right, it is subject only to Sections 1-105 (~~Separate Titles and Taxation~~), 1-106 (~~Applicability of Local Ordinances, Regulations, and Building Codes~~), and 1-107 (~~Eminent Domain~~) unless the declaration is amended in conformity with applicable law and with the procedures and requirements of the declaration to take advantage of ~~the provisions of~~ Section 1-206, in which case, all the sections enumerated in Section 1-204(a) apply to that cooperative or planned community.

Comment

Recognizing that pre-Act cooperatives or planned communities of fewer than 12 units ought not to be subject to more rigorous requirements than small cooperatives or planned communities created under the Act, this section provides that only the same sections applicable to small new cooperatives or planned communities will apply to small pre-Act cooperatives and planned communities, unless the declaration of a small pre-Act cooperative or planned community is amended to take advantage of the amendment provisions of Section 1-206. If such an amendment is made pursuant to Section 1-206, the small pre-Act cooperative or planned community would be subject to all of the provisions applicable to large pre-Act cooperatives and planned communities, and further elections under Section 1-206 would then be possible.

SECTION 1-206. AMENDMENTS TO GOVERNING INSTRUMENTS.

(a) The declaration, bylaws, or plats and plans of any common interest community created before [the effective date of this {act}] may be amended to achieve any result permitted by this [act], regardless of what applicable law provided before this [act] was adopted.

(b) Except as otherwise provided in Section 2-117(i) and (j), an ~~An~~ amendment to the declaration, bylaws, or plats and plans authorized by this section must be adopted in conformity with any procedures and requirements for amending the instruments specified by those instruments or, if there are none, in conformity with the amendment procedures of this [act]. If an amendment grants to ~~any~~ a person ~~any~~ a rights right, ~~powers~~ power, or ~~privileges~~ privilege permitted by this [act], ~~all~~ any correlative ~~obligations~~ obligation, ~~liabilities~~ liability, ~~and or~~ restrictions restriction in this [act] also ~~apply~~ applies to ~~that~~ the person.

Comment

1. This section tracks closely the provisions of the Uniform Planned Community Act and the Model Real Estate Cooperative Act and provides a straightforward mechanism by which the documents of pre-Act common interest communities may be amended to take advantage of desirable provisions of the Act. *See* the Comment to Section 1-205.

2. In considering the permissible amendments under Section 1-206, it is important to distinguish between the law, governing the procedure for amending declarations, and the substance of the amendments themselves. An amendment to the declaration of a community created under “old” law, even if permissible under this Act, must nevertheless be adopted “in conformity with the procedures and requirements specified” by the original instruments, and in compliance with the old law.

Example: Suppose an “old” condominium declaration and “old” state law both provide that approval by 100% of the unit owners is required to amend the declaration, but the unit owners wish to amend the declaration to provide for only 67% of the unit owners’ approval of future amendments, as permitted by Section 2-117 of this Act. The amendment would not be valid unless 100% of the unit owners approved it, because of the procedural requirement of the declaration and “old” law. Once approved, however, only 67% would be required for subsequent amendments.

3. This section does not address the issue of contract rights of unit purchasers which may be affected by amendments under the new Act. Whether an amendment is effective against unit owners who purchased their units prior to the effective date of the Act and prior, therefore, to the amendment in question is controlled by the contract and constitutional law of the State.

Example: Assume “old” state law required that 5% of the purchase price of each unit sold by a declarant must be held in escrow until all the common elements in the condominium are completed. Assume further that a declarant created a condominium under “old” law, sold 10 units to purchasers prior to the effective date of the Act, and now is holding 5% of the purchase prices for those 10 units in escrow, since the common elements are not yet completed. Immediately following the effective date of the Act, the declarant amends the declaration pursuant to Section 1-206 to provide that no escrow of

any portion of the purchase price is required. The amendment is approved by the requisite votes – all held by declarant – but not by any of the 10 unit owners. On its face, the amendment would appear to comply with the provisions of this Act, since it accomplishes a result – no escrow – which is permitted by this Act and was not permitted by “old” law. Whether that amendment is effective, however, to either permit the declarant to terminate the escrow with respect to the 10 unit owners, or even to terminate the escrow scheme with respect to future unit owners (since the original 10 owners may reasonably have expected that 5% of all purchase prices would be held in escrow) is not addressed by this Act. That determination must be based on the contractual and constitutional rights of the original purchasers.

4. The last sentence of Section 1-206 addresses the potential problem of a declarant seeking to take undue advantage of the amendment provisions to assume a power granted by the Act without being subject to the Act’s limitations on the power. The last sentence insures that, if declarants or other persons assume any of the powers and rights which the Act grants, the correlative obligations, liabilities, and restrictions of the Act also apply to that person, even if the amendment itself does not require that result.

Example: Assume that, pursuant to the provisions of “old” condominium law, a declarant may exercise control over the association for only three years from the date the condominium is created, but the control may be maintained during that period for so long as declarant owns any units. In the absence of any amendment, a provision in the declaration taking full advantage of the “old” law would be valid and enforceable. Assume further that, in the second year following creation of the condominium in question, this Act is adopted. The declarant then properly amends the declaration pursuant to Section 1-206 to extend the period of declarant control for five years from the date of creation. The amendment would effectively extend control for two additional years, because Section 3-103(d) does not limit the number of the years the declarant may specify as a control period.

Nevertheless, if the declarant, before that extended time limit has expired, conveys 75 percent of the units that may ever be a part of the condominium, or fails for two years to exercise development rights or offer units for sale in the ordinary course of business, the period of declarant control would terminate by virtue of the limitations in Section 3-103(d). That limitation is imposed on the declarant even if the amendment called for retaining control for so long as any units were owned by declarant, and despite the provision in the “old” law permitting such a restriction.

5. In place of the words “declaration, bylaws, and plats and plans,” at the end of this section, each State should insert the appropriate terminology for those documents under the present state law, *e.g.*, “master deed, rules and regulations,” etc.

6. This section does not permit a pre-existing common interest community to elect to come entirely within the provisions of the Act, disregarding old law. However, the owners of a pre-existing common interest community may elect to terminate the community under pre-existing law and create a new community which would be subject to all the provisions of this Act.

7. The 1994 changes are not intended to alter the substantive rules contained in the original section. However, in light of experience in several state legislatures, these changes should make clearer the intent of the original section.

8. The 2008 changes to subsection (b) are important exceptions to the general rule that amendments to existing declarations and bylaws must be adopted in conformity with the procedures for amendments contained in those documents. Any effort to change by statute the amendment provisions of existing documents confronts the same constitutional issues discussed in the comments to Section 1-204 by the "impairment of contract" clause of the United States Constitution; similar provisions often appear in state constitutions.

At the same time, lawyers in the field have long recognized that the amendment process can be fatally impeded by provisions commonly found in the declarations of existing communities. Two of the most significant are requirements that amendments cannot be effective unless approved by a specified number of unit lenders, or unless approved by very large and often unrealistic majorities of unit owners. Recognizing this issue, Connecticut approved amendments to Connecticut's version of Section 2-117(i) and (j) in 1995 which are very similar to those appearing here; see Connecticut Public Act 95-187. Practice under those amendments demonstrates the significant value these relaxed procedures add in accomplishing desired amendments in pre-act declarations.

SECTION 1-207. APPLICABILITY TO NONRESIDENTIAL AND MIXED-USE COMMON INTEREST COMMUNITIES.

~~(a) "Nonresidential common interest community" means a common interest community in which all units are restricted exclusively to nonresidential purposes. Except as otherwise provided in subsection (e) (d), this section applies only to nonresidential common interest communities~~ a common interest community in which all units are restricted exclusively to nonresidential purposes.

(b) A nonresidential common interest community is not subject to this [act] ~~unless~~ except to the extent the declaration otherwise provides: that:

~~(c) The declaration of a nonresidential common interest community may provide that~~

(1) the this entire [act] applies to the community;

(2) [Articles] 1 and 2 apply to the community; or that

(3) in the case of a planned community or a cooperative, only Sections 1-105

~~(Separate Titles and Taxation), 1-106 (Applicability of Local Ordinances, Regulations and~~

~~Building Codes~~), and 1-107 (~~Eminent Domain~~) apply to the community.

~~(d)~~(c) If ~~the~~ this entire [act] applies to a nonresidential common interest community, the declaration may also require, subject to Section 1-112 (~~Unconscionable Agreement or Term of Contract~~), that:

(1) notwithstanding Section 3-105 (~~Termination of Contracts and Leases of Declarant~~), any management, ~~contract~~ maintenance, operations, or employment contract, lease of recreational or parking areas or facilities, and any other contract or lease between the association and a declarant or an affiliate of a declarant continues in force after the declarant turns over control of the association; and

(2) notwithstanding Section 1-104 (~~Variation by Agreement~~), purchasers of units must execute proxies, powers of attorney, or similar devices in favor of the declarant regarding particular matters enumerated in those instruments.

~~(e)~~(d) A common interest community that contains units restricted exclusively to nonresidential purposes and other units that may be used for residential purposes is not subject to this [act] unless the units that may be used for residential purposes would comprise a common interest community that would be subject to this [act] in the absence of the nonresidential units or the declaration provides that this [act] applies as provided in subsection (b) or (c) ~~or (d)~~.

Comment

1. The 1994 amendments to this section permit all nonresidential common interest communities to “opt out” of the Act; the original section was limited to planned communities.

However, the 2008 amendment to subsection (b)(3) now precludes the possibility that the declaration for a non-residential project organized as a condominium may provide that only Sections 1-105 (Separate Titles and Taxation), 1-106 (Applicability of Local Ordinances, Regulations and Building Codes), and 1-107 (Eminent Domain) apply to the community. The judgement of the drafters was that, by definition, a condominium was a creature of statute and it was therefore statutorily improper to suggest that a statutorily created form of ownership could exist without the other provisions of the statute also applying to it.

However, except for mixed use projects, the revised section continues to be restricted to

common interest communities which contain only nonresidential units. The term “residential purposes” is defined and discussed in detail in Section 1-103(27) and its Comments.

In addition, the revised section offers the declarant of a nonresidential common interest community significantly more flexibility than was allowed in the original section. This change responds to those concerns which commentators have identified as important to developers of commercial common interest communities.

The default rule is that the Act does not apply at all to a nonresidential common interest community.

However, the declarant may want the Act to apply in at least some circumstances. Therefore, subsection (c) (b) provides a mechanism by which the declarant may elect simply to have the Act’s rules on eminent domain, separate taxation, and applicability of local ordinances apply to the project. These three sections all establish default rules which are likely to be desirable from both the declarant’s and future owners’ perspectives.

The 2008 amendment to subsection (b) of this section increases the flexibility of document drafters in non-residential projects. Previously, the drafter was limited to 3 choices: (i) applying the default rule, that is, none of the Act applies, which would require a very substantial drafting effort to address all the issues covered by the statute; (ii) the entire Act applies, which brings the consumer protection complexities of Articles 3 and 4 of the Act, even with the drafting exceptions permitted by subsection (c), or (iii) only 3 sections of the Act apply, which resolve important issues of other state statutes but are otherwise insignificant in the drafting process.

With the new option contained in (b)(2), the drafter has an additional choice, and that is to apply only Articles 1 and 2 of the Act to the non-residential project. By electing this option, the document drafter can take advantage of the provisions validating legal structures of the common interest community, and thus allow shorter, clearer and more certain documents for non-residential projects than practice has permitted under the existing Act.

2. Finally, a declarant may find the full range of the Act to be a desirable outcome, particularly in light of those many sections which permit waiver or variation by agreement. Those sections already permitting waiver are detailed in the Official Comments to Section 1-104.

However, even in that case, the revised section provides two additional major enhancements to flexibility.

First, the section contemplates that the declaration may provide that the entire Act applies but that the declarant may require that the association must continue certain contracts and leases in place after turnover, even though such contracts would otherwise be subject to cancellation by the Association under Section 3-105.

Second, the section allows the declarant to use proxies, powers of attorney, or other devices to accomplish other results which would be prohibited in the case of residential common interest communities. The sole limitation in both instances is the rule of unconscionability in

Section 1-112.

3. Subsection ~~(c)~~ (d) addresses the Act's applicability to mixed use projects. The default rule is nonapplicability unless the definition of a common interest community would be met "in the absence of the nonresidential units." Thus, if the "residential" units and their obligations under the declaration did not satisfy the definitional threshold in Section 1-103(7) – basically, a payment obligation on the unit extending by covenant to "non-unit" expenses – the Act would not apply.

SECTION 1-208. APPLICABILITY TO OUT-OF-STATE COMMON INTEREST COMMUNITIES. This [act] does not apply to a common interest ~~communities~~ community or units located outside this State, but the public offering statement provisions (Sections 4-102 through 4-108)state, but Sections 4-102 and 4-103 and, to the extent applicable, Sections 4-104 through 4-106, apply to all a ~~contracts~~ contract for the disposition thereof of a unit in that common interest community signed in this state by any party unless exempt under Section 4-101(b) [and the agency regulation provisions under [Article] 5 apply to any offering thereof in this state].

Comment

This section reflects the fact that there are practical as well as constitutional limits regarding the extent to which a State should or may extend its jurisdiction to out of state transactions. A State may, of course, properly exercise its authority to protect its citizens from false or misleading information regarding common interest communities located in other States but sold in that State. However, where sales contracts are executed wholly outside the enacting State and relate to common interest communities located outside the State, it seems more appropriate for the courts of the jurisdiction(s) in which the common interest community is located and where the transaction occurs to have jurisdiction over the transaction.

SECTION 1-209. OTHER EXEMPT REAL ESTATE ARRANGEMENTS.

(a) An arrangement between the associations for two or more common interest communities to share the costs of real estate taxes, insurance premiums, services, maintenance or improvements of real estate, or other activities specified in their arrangement or declarations does not create a separate common interest community.

(b) An arrangement between an association and the owner of real estate that is not part

of a common interest community to share the costs of real estate taxes, insurance premiums, services, maintenance or improvements of real estate, or other activities specified in their arrangement does not create a separate common interest community. However, assessments against the units in the common interest community required by the arrangement must be included in the periodic budget for the common interest community, and the arrangement must be disclosed in all public offering statements and resale certificates required by this [act].

Comment

This section, adopted in 2008, addresses once again the scope of the Act. It should be considered in connection with the revised definition of “Common Interest Community”. The sub-sections address two separate aspects of this issue:

* Whether contractual arrangements for cost sharing between two or more common interest communities require creation of a third separate common interest community; and

* Whether contractual arrangements for cost sharing between an association and an owner of real estate located outside the common interest community’s boundaries require creation of a separate common interest community.

The following analysis may help frame the issues.

First, there appear to be numerous situations in which a declaration of easements or a covenant to share costs would suffice to establish the relationship between two parcels without the need to establish another unit owners association to “manage” that relationship. Also, the sharing is not always a matter of shared use -- it might be a shared concern for maintenance of public rights-of-way through a community, or shared benefit of a roving security patrol, or sharing of costs of street lights on thoroughfares.

Here are examples of common situations:

1) A homeowners association maintains the entry features, median and right-of-way landscaping, and sidewalks along a public street that also serves a commercial parcel (e.g., hotel or country club). The developer wants the hotel or country club to be obligated to pay a share of the costs that the association incurs in performing this maintenance, so it records a declaration on the club or hotel parcel with a covenant obligating the club/hotel to share costs incurred by the association in performing this responsibility and setting out a formula for computing its share. If both parties are agreeable, no purpose is served by another association.

2) Same situation except that the hotel is performing the maintenance instead of the association. The association is obligated under the covenant to share the costs

to pay its share and a formula is set out in the covenant for computing the association's share, which it then includes in its common expense budget and collects as part of its regular assessment, and pays to the hotel. There is no need here for another association in which the property owners and hotel are members, with organizational documents, contracts, meetings, etc. The hotel doesn't want to be subject to membership in an association controlled by other property owners and the existing association can adequately represent the interest of its members in dealing with the hotel.

3) Assume a vertical subdivision with a commercial parcel on the ground floor and a 15-story residential condominium above it. There is a recorded instrument creating reciprocal easements, obligating the condominium association to insure the entire building, among other things, and obligating the commercial owner to share certain costs incurred by the condominium association in accordance with a formula set out in the recorded instrument. Again, if the parties accept this arrangement, no purpose is served by mandating creation of another association.

4) Four residential condominium projects share a common road. The first association to be created is responsible for maintaining the road. Each of the other three, at the time it is created, is made subject to a recorded covenant to share cost requiring it to pay 1/4 of the cost that the first association incurs in maintaining the road. Again, there is little benefit conferred in mandating creation of a master association to own and maintain the road.

Subsection (a) makes clear that in the case of arrangements between associations, a separate association would not be required in any of the foregoing instances.

However, the drafters did not intend that the section result in an arrangement where the unit owners are left without a remedy in those instances where, for example, the sharing arrangement appears to unreasonably allocate the costs or other important aspects of the arrangement between the parties.

Cost, of course, would be only one concern of unit owners and their associations arising out of an agreement to share in the use of and expenses for other land. The drafters are aware of situations in which developers have included amenities, such as clubhouses, swimming pools, tennis courts, as well as access roads, in one community and then grant to a second community the right to use the facilities together with the obligation to pay a pro rata share of the cost of operation. The decisions concerning the operation and maintenance of the facilities, however, remain with the first community. Such arrangements have the potential to breed frustration, acrimony, and abuse.

One of the examples above suggests that a residential association and a commercial venture such as a hotel share certain common facilities and expenses and that the hotel might defer to the residential association for the operation of these amenities. This may not always be realistic. Since the hotel developer, if it is not the declarant itself, usually has a seat at the table while the overall structure of the community is being negotiated, while the individual unit owners do not, the developer of the hotel may seek to negotiate a deal best suited to its needs, perhaps to the detriment of the unit owners. Whether or not the deal as it is finally structured

contains some semblance of a “reasonable” formula for cost sharing, the other, non-financial terms of the arrangement may vest control, decision making, etc., including the level of maintenance desired, solely with the hotel.

In several provisions, the Act does offer remedies for such circumstances, and those provisions would apply here with equal force. By way of example, if the arrangement were created for purposes of avoiding the limitations of the Act, if the organizers of the arrangement had not acted in good faith, or if the allocated interests between the associations were unconscionable, the mandates of sections 1-104, 1-108 and 1-112 would apply.

In the case of arrangements between associations and third parties other than associations, sub-section (b) avoids the need for a separate unit owner association so long as the costs to be borne by the unit owners in the existing association are reflected in the periodic budget for the association and are subject to approval by the unit owners.

SECTION 1-210. OTHER EXEMPT COVENANTS. A covenant that requires the owners of separately owned parcels of real estate to share costs or other obligations associated with a party wall, driveway, well, or other similar use does not create a common interest community unless the owners otherwise agree.

Comment

While these various forms of simple shared arrangements might arguably satisfy the definition of “common interest community,” there is no policy reason to vary common practice, which is to treat these arrangements as governed exclusively by the agreement of the parties, supplemented by common law. Accordingly, the 2008 amendments expressly exclude these arrangements from the Act.

[ARTICLE] 2

CREATION, ALTERATION, AND

TERMINATION OF COMMON INTEREST COMMUNITIES

SECTION 2-101. CREATION OF COMMON INTEREST COMMUNITIES.

(a) A common interest community may be created pursuant to this [act] only by recording a declaration executed in the same manner as a deed and, in a cooperative, by conveying the real estate subject to that declaration to the association. The declaration must be recorded in every [county] in which any portion of the common interest community is located and must be indexed [in the grantee's index] in the name of the common interest community and the association and [in the grantor's index] in the name of each person executing the declaration.

(b) In a condominium, a declaration, or an amendment to a declaration, adding units may not be recorded unless (i) all structural components and mechanical systems of all buildings containing or comprising any units thereby created are substantially completed in accordance with the plans, as evidenced by a recorded certificate of completion executed by an independent [registered] engineer, surveyor, or architect [, or (ii) unless the agency has approved the declaration or amendment in the manner prescribed in Section 5-103(b)].

Comment

1. Under subsection (a), a common interest community is created pursuant to this Act only by recording a declaration. As with any instrument affecting real estate, the declaration must be recorded in every recording district in which any portion of the common interest community is located and must be indexed in the manner described in subsection (a). Specific indexing rules are suggested in brackets and should be used in those States where this result would not otherwise occur. For example, the declaration commonly has not been indexed in the grantee's index in the name of the common interest community. Moreover, when multiple persons execute the declaration, the declaration has often been indexed solely in the name of the declarant and not in the name, for example, of lenders and other persons who might have executed the declaration. Because it is important that the names of the association and all persons executing the declaration appear in the index in order to locate all instruments in the land records, that language is not included in brackets.

In the case of a cooperative, there is a second requirement for creation in addition to the

recording requirements applicable to all common interest communities discussed above. The declarant must convey the real estate subject to that declaration to the association, since the association (in the form of a corporation, trust, or other entity described in Section 3-101) must hold title to that real estate. This requirement may contrast with the current practice in some jurisdictions under which the declarant may retain title to the real estate until proprietary leases for all or most units have been executed. This requirement tracks the language of the Model Real Estate Cooperative Act.

2. In Section 1-103, the Act defines the term “Declaration” as ~~any instruments~~ the instrument, however denominated, which create a common interest community, including any amendments to ~~those instruments~~ the instrument; “common interest community” in turn is defined as “real estate with respect to which a person, by virtue of his ownership of a unit, is obligated to pay for real estate taxes, insurance premiums, maintenance, or improvement of other real estate described in a declaration. “Ownership of a unit” does not include “holding a leasehold interest of less than 20 years in a unit, including renewal options.” It is important to realize that other covenants, conditions, or restrictions applicable to the real estate in the common interest community might be recorded before or after the instruments are recorded which divide the real estate into units and common elements. Until the actual recordation of the document which accomplished that result, however, the common interest community has not been created.

3. A common interest community has not been lawfully created unless the requirements of this section have been complied with. Nevertheless, a project which meets the definition of a “common interest community” in Section 1-103(7) is subject to this Act even if this or other sections of the Act have not been complied with.

4. Mortgagees and other lienholders need not execute the declaration, and foreclosure of a mortgage or other lien will not, of itself, terminate a condominium or planned community. However, if that lien is prior to the declaration itself, the lienholder may exclude that real estate from the condominium or planned community. *See* Section 2-118(k) and (l). Moreover, the declarant may wish to obtain agreements from mortgagees or other lienholders that they will give partial releases permitting lien-free conveyance of condominium or planned community units. *See* Section 4-111(a).

5. Except when development proceeds pursuant to Section 5-103, this Act contemplates that substantial completion must be reached before a unit may be conveyed. *See* Section 4-120. In the case of a condominium, substantial structural completion is also required before the condominium is created. The purpose of imposing these requirements is to insure that a purchaser will in fact take title to a unit which may be used for its intended purpose.

If a condominium were said to consist from the beginning of a certain number of units, even though some of those units had not yet been completed or even begun, serious problems would arise if the remaining units were never constructed and if no obligation to complete the construction could be enforced against any solvent person. If the insolvent owner of the unbuilt units failed to pay his common expense assessments, for example, the unit owners’ association might be left with no remedy except a lien of doubtful value against mere cubicles of airspace. Moreover, votes in the unit owners’ association could be assigned to units, and those votes could be cast, even though the units were never built. The Act, therefore, requires that significant

construction take place before units are assigned an interest in the common elements, a vote in the association, and a share of the common expense liabilities, and before units are conveyed. This requirement of substantial structural and mechanical completion (or the alternative bonding procedure and other assurances required by Section 5-103) reduces the possibility that a failure to complete will upset the expectations of purchasers or otherwise harm their interests in case the declarant becomes insolvent and no solvent person has the obligation to complete the unit.

6. In the case of a condominium, Section 2-101(b) requires that “all structural components and mechanical systems of all buildings containing or comprising any units” which will be created by recording a declaration, must be substantially completed in accordance with the plans. The intent of subsection (b) is that if any buildings are depicted on the plats and plans which are required by Section 2-109, and these buildings contain or comprise spaces which become units by virtue of recording the declaration, the structural components and mechanical systems of these buildings must be substantially complete before the declaration is recorded. This is required even though the plats and plans recorded pursuant to Section 2-109 depict only the boundaries of the buildings and the units created in those buildings, and not the structural components or mechanical systems (which need not be shown). If the boundaries of units are not depicted, of course, then no units are created. If the declarant fails to comply with this section, title is not affected. *See* Comment 8, below.

The concept of “structural components and mechanical systems” is one commonly understood in the construction field and this Comment is not intended as a comprehensive list of those components. For example, however, the term “structural components” is generally understood to include those portions of a building necessary to keep any part of the building from collapsing, and to maintain the building in a weather tight condition. This would include the foundations, bearing walls and columns, exterior walls, roof, floors, and similar components. It would clearly not include such components as interior non-bearing partitions, surface finishes, interior doors, carpeting, and the like. Similarly, typical examples of “mechanical systems” include the plumbing, heating, air conditioning, and other like systems. Whether or not “electrical systems” are included within the meaning of the term depends on local practice.

7. Section 4-120 requires that, before an individual unit is conveyed, the unit must be “substantially completed.” “Substantial completion” is a well understood term in the construction industry. For example, the American Institute of Architects Document A 201, General Conditions of the Contract for Construction (1976 Ed.) at para. 8.1.3, states:

The Date of Substantial Completion of the Work . . . is the date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents (that is, the owner-contractor agreement, the conditions of the contract, and the specifications and all addenda and modifications), so the Owner can occupy or utilize the Work . . . for the use for which it is intended.

This standard is also one often used by building officials in issuing certificates of occupancy. It does not suggest that the unit is “entirely completed” as that term is understood in the construction industry; lesser details, such as sticking doors, leaking windows, or some decorative items, might still remain, and the Act contemplates that they need not be completed prior to lawful conveyance.

8. Sections 2-101(b) and 4-120 require that completion certificates be recorded, or local certificates of occupancy be issued, as evidence of the fact that the required levels of construction have been met. In the case of “substantial completion,” issuance of “a certificate of occupancy authorized by law,” as is commonly required by local ordinance or state building codes, will suffice. Once the certificates have been recorded or issued, as the case may be, good title to the units may be conveyed in reliance on the record. It is possible, of course, that the declarant may have failed to complete the required levels of construction; no certificate of completion may have been filed or the architect, surveyor, or engineer (whichever is appropriate in a particular jurisdiction) may have filed a false certificate. Such acts would create a cause of action in the purchaser under Section 4-117, but would not affect the validity of the purchaser’s title to the unit.

9. The requirement of “substantial completion” does not mean that the declarant must complete all buildings in which all possible units would be located before creating the condominium. If only some of the buildings in which units may ultimately be located have been “structurally” completed, the declarant may create a condominium in which he reserves particular development rights (Section 2-105(a)(8)). In such a project, only the completed units might be treated as units from the outset, and the development rights would be reserved to create additional units, either by adding additional real estate and units to the condominium, by creating new units on common elements, or by subdividing units previously created. The optional units may never be completed or added to the condominium; however, this will not affect the integrity of the condominium as originally created.

10. Requiring “substantial completion” of the structural components and mechanical systems in the buildings containing or comprising the units in a condominium may encourage creation of more phased condominiums under Section 2-105 in projects which were once in fact built in phases, but under a single non-expandable declaration. Experience in the several States where significantly more rigorous requirements are imposed by statute, however, has shown that this does not create a difficult situation either for the developer or lender. Moreover, it appears likely that the size of the initial phase of a multi-building project will be dictated largely by economics, as occurs in most jurisdictions today, rather than this Act. Finally, many lenders and developers are increasingly sensitive to the secondary mortgage market requirements, particularly those of the Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Corporation (FHLMC). Experience indicates that the pre-sale requirements imposed by FNMA and FHLMC frequently dictate that multi-building projects be structured on a phased or expandable basis.

11. The requirement of completion would be irrelevant in some types of common interest communities, such as campsite condominiums or some subdivision planned unit developments where the units might consist of unimproved lots and the airspace above them, within which each purchaser would be free to construct or not construct a residence. Any residence actually constructed would ordinarily become a part of the “unit” by the doctrine of fixtures, but nothing in this Act would require any residence to be built before the lots could be treated as units.

12. The term “independent” architect, surveyor, or engineer in subsection (b) and elsewhere in the Act distinguishes any such professional person who acts as an independent contractor in his relationship to the declarant or lender.

SECTION 2-102. UNIT BOUNDARIES. Except as provided by the declaration:

(1) If walls, floors, or ceilings are designated as boundaries of a unit, all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring, and any other materials constituting any part of the finished surfaces thereof are a part of the unit, and all other portions of the walls, floors, or ceilings are a part of the common elements.

(2) If any chute, flue, duct, wire, conduit, bearing wall, bearing column, or any other fixture lies partially within and partially outside the designated boundaries of a unit, any portion thereof serving only that unit is a limited common element allocated solely to that unit, and any portion thereof serving more than one unit or any portion of the common elements is a part of the common elements.

(3) Subject to paragraph (2), all spaces, interior partitions, and other fixtures and improvements within the boundaries of a unit are a part of the unit.

(4) Any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, and all exterior doors and windows or other fixtures designed to serve a single unit, but located outside the unit's boundaries, are limited common elements allocated exclusively to that unit.

Comment

1. It is important for title purposes, for purposes of defining maintenance responsibilities, and for other reasons to have a clear guide as to which parts of a common interest community constitute the units and which parts constitute common elements. This section fills the gap left when the declaration merely defines unit boundaries in terms of floors, ceilings, and perimeter walls, and is particularly useful in the case of cooperatives, in which the recording of plats and plans is not required. *See* Section 2-105(a)(5).

The provisions of this section may be varied, of course, to the extent that the declarant wishes to modify the details for a particular common interest community.

For example, in a townhouse project structured as a condominium or planned community, it may be desirable that the unit boundaries constitute the exterior surfaces of the roof and exterior walls, with the center line of the party walls constituting the perimeter boundaries of the units in that plane, and the undersurface of the bottom slab dividing the unit itself from the underlying land. Alternately, the boundaries of the units at the party walls might

be extended to include actual division of underlying land itself. In those cases it would be inappropriate for walls, floors, and ceilings to be designated as boundaries, and the declaration would describe the boundaries in the above manner.

2. The differentiations made clear here, in conjunction with the provisions of Section 3-107, will assist in minimizing disputes which have historically arisen in association administration with respect to liability for repair of such things as pipes, porches, and other components of a building which unit owners may expect the association to pay for and which the association may wish to have repaired by unit owners. Problems which may arise as a result of negligence in the use of components – such as stoops and pipes – are resolved by Section 3-107, which imposes liability on a unit owner who causes damage to common elements, or under the broader provisions of Section 3-115(c), which permits the association to assess common expenses “caused by the misconduct of any unit owner” exclusively against that person. This would include, of course, not only damages to common elements, but fines or unusual service fees, such as clean-up costs, incurred as a result of the unit owner’s misuse of the common elements.

3. The differentiation between components constituting common elements and components which are part of the unit is particularly important in light of Section 3-107(a), which (subject to the exceptions therein mentioned) makes the association responsible for upkeep of common elements and each unit owner individually responsible for upkeep of his unit.

4. The differentiation between unit components and common element components may or may not be important for insurance purposes under the Act. While the common elements in a project must always be insured, the units themselves need not be insured by the Association unless the project contains units divided by horizontal boundaries. *See* Section 3-113(a) and (b). In a “high-rise” configuration, however, Section 3-113(a) contemplates that both will normally be insured by the association (exclusive of improvements and betterments in individual units) and that the cost of such insurance will be a common expense. That common expense may be allocated, however, on the basis of risk if the declaration so requires. *See* Section 3-115(c)(3).

SECTION 2-103. CONSTRUCTION AND VALIDITY OF DECLARATION AND BYLAWS.

- (a) All provisions of the declaration and bylaws are severable.
- (b) The rule against perpetuities does not apply to defeat any provision of the declaration, bylaws; or rules; ~~or regulations adopted pursuant to Section 3-102(a)(1).~~
- (c) ~~In the event of~~ If a conflict exists between the provisions of the declaration and the bylaws, the declaration prevails except to the extent the declaration is inconsistent with this [act].
- (d) Title to a unit and common elements is not rendered unmarketable or otherwise affected by reason of an insubstantial failure of the declaration to comply with this [act].

Whether a substantial failure impairs marketability is not affected by this [act].

Comment

1. Subsection (b) does not totally invalidate the rule against perpetuities as applied to common interest communities. The language does provide that the rule against perpetuities is ineffective as to documents which govern the common interest community during the entire life of the project, regardless how long that should be. With respect to deeds or devises of units, however, the policies underlying the rule against perpetuities continue to have validity and remain applicable under this Act.

2. In considering the effect of failures to comply with this Act on title matters, subsection (a) refers only to defects in the declaration – which includes the plats and plans in the case of condominiums and planned communities – because the declaration is the instrument which creates and defines the units and common elements. No reference is made to other instruments, such as bylaws, because these instruments have no impact on title, whether or not recorded. However, in all cases of violations of the Act, a failure of the bylaws – or any other instrument – to comply with the Act, would entitle any affected person to appropriate relief under Section 4-117.

3. No special prohibition against racial or other forms of discrimination is included in this Act because the provisions of generally applicable state and federal law apply as much to common interest communities as to other forms of real estate.

4. Some examples may help to clarify what sort of defects in the declaration are to be regarded as “insubstantial” within the meaning of the first sentence of subsection (d).

Suppose the declaration allocates common element interests to all the units, but fails to indicate the formula for the allocation as required by Section 2-107. This would be a substantial defect if the assigned interests were unequal, but if all units were assigned identical interests it would be possible to infer that the basis of the allocation was equality – and the failure of the declaration to say so would be an insubstantial defect. Were this to happen in a common interest community where the right to add new units is reserved, however, it should be noted that a subsequent amendment to the declaration adding new units could not use any formula other than equality for reallocating the common elements interests unless a different formula were specified pursuant to Section 2-107(c).

Other examples of insubstantial defects that might occur include failure of the declaration to include the word “condominium,” “cooperative,” or “planned community,” as required by Section 2-105(a)(1), or failure of the plats or plans in the case of condominium and planned communities, to comply satisfactorily with the requirements of Section 2-109(a) that they be “clear and legible,” so long as they can at least be deciphered by persons with proper expertise. Failure to organize the unit owners’ association at the time specified in Section 3-101 would not be a defect in the declaration at all, and would not affect the validity or marketability of titles in the common interest community. It would, however be a violation of this Act, and create a claim for relief under Section 4-117.

5. Each State has case or statutory law dealing with marketability of titles, and the

question of whether substantial failure of the declaration to comply with the Act affects marketability of title should be determined by that law and not by this Act.

SECTION 2-104. DESCRIPTION OF UNITS. A description of a unit which sets forth the name of the common interest community, the [recording data] for the declaration, the [county] in which the common interest community is located, and the identifying number of the unit, is a legally sufficient description of that unit and all rights, obligations, and interests appurtenant to that unit which were created by the declaration or bylaws.

Comment

1. The intent of this section is that no description of a unit in a deed, lease, deed of trust, mortgage, or any other instrument or document shall be subject to challenge for failure to meet any common law or other requirements, so long as the requirements of this section are satisfied, and so long as the declaration itself, together with the plats and plans which are a part of the declaration, provides a legally sufficient description.

2. The last sentence makes clear that an instrument which does meet those requirements includes all interests appurtenant to the unit. As a result, it will not be necessary under this Act to continue the practice, common in some jurisdictions, of describing in the instrument conveying title to a unit the common element interests, or limited common elements, that are appurtenant to that unit or make reference to surveys or subsequent amendments to declarations.

SECTION 2-105. CONTENTS OF DECLARATION.

(a) The declaration must contain:

(1) the names of the common interest community and the association and a statement that the common interest community is either a condominium, cooperative, or planned community;

(2) the name of every [county] in which any part of the common interest community is situated;

(3) a legally sufficient description of the real estate included in the common interest community;

(4) a statement of the maximum number of units that the declarant reserves the right to create;

(5) in a condominium or planned community, a description of the boundaries of each unit created by the declaration, including the unit's identifying number or, in a cooperative, a description, which may be by plats or plans, of each unit created by the declaration, including the unit's identifying number, its size or number of rooms, and its location within a building if it is within a building containing more than one unit;

(6) a description of any limited common elements, other than those specified in Section 2-102(2) and (4), as provided in Section 2-109(b)(10) and, in a planned community, any real estate that is or must become common elements;

(7) a description of any real estate, except real estate subject to development rights, that may be allocated subsequently as limited common elements, other than limited common elements specified in Section 2-102(2) and (4), together with a statement that they may be so allocated;

(8) a description of any development ~~rights right~~ right (~~Section 1-103(14)~~) and other special declarant rights (~~Section 1-103(29)~~) reserved by the declarant, together with a legally sufficient description of the real estate to which each of those rights applies, and a time limit within which each of those rights must be exercised;

(9) if any development right may be exercised with respect to different parcels of real estate at different times, a statement to that effect together with:

(i) (A) either a statement fixing the boundaries of those portions and regulating the order in which those portions may be subjected to the exercise of each development right or a statement that no assurances are made in those regards; and

(ii) (B) a statement as to whether, if any development right is exercised in any portion of the real estate subject to that development right, that development right must be exercised in all or in any other portion of the remainder of that real estate;

(10) any other conditions or limitations under which the rights described in paragraph (8) may be exercised or will lapse;

(11) an allocation to each unit of the allocated interests in the manner described in Section 2-107;

(12) any restrictions ~~(i)~~ on alienation of the units, including any restrictions on leasing which exceed the restrictions on leasing units which executive boards may impose pursuant to Section ~~3-102(c)(2)~~ 3-120(d); and ~~(ii)~~ on the amount for which a unit may be sold or on the amount that may be received by a unit owner on sale, condemnation, or casualty loss to the unit or to the common interest community, or on termination of the common interest community;

(13) the [recording data] for recorded easements and licenses appurtenant to or included in the common interest community or to which any portion of the common interest community is or may become subject by virtue of a reservation in the declaration; ~~and~~

(14) any authorization pursuant to which the association may establish and enforce construction and design criteria and aesthetic standards as provided in Sections 3-106 and 3-120; and

(15) all matters required by Sections 2-106, 2-107, 2-108, 2-109, 2-115, 2-116, and 3-103~~(d)~~.

(b) The declaration may contain any other matters the declarant considers appropriate, including any restrictions on the uses of a unit or the number or other qualifications of persons who may occupy units.

Comment

1. Many statutes and other regulatory schemes in the multi-owner project field do not separate the functions of a recorded declaration and an unrecorded public offering statement or disclosure documents. As a result, many of the developer's representations and assurances concerning his future plans must appear in the declaration as well as the public offering

statement, even though they have nothing to do with the legal structure or title of the project. This results in duplicative requirements and unnecessarily complex declarations.

This Act makes a functional distinction between the declaration and the public offering statement. It only requires the declaration to contain those matters which affect the legal structure or title of the common interest community. This includes the reserved powers of the declarant to exercise development rights within the common interest community. A narrative description of those rights, however, and the possible consequences flowing from their exercise, are required to be disclosed only in the public offering statement and not in the declaration.

In the case of condominiums and planned communities, plats and plans are made part of the declaration by Section 2-109, and their content may in part provide some of the information required by this section.

2. This section requires a statement of the name of the association for the common interest community itself, in order that the declaration may be indexed in the name of the association. *See* Section 2-101.

3. The Act requires that the declaration for a common interest community situated in two or more recording districts be recorded in each of those districts. While the bracketed language refers to the “county” as the recording district in which the declaration is to be recorded, in States where recording is done at the city, town, or parish level the bracketed language should be amended accordingly.

4. Paragraph (a)(4) requires the declarant to state the largest number of units he reserves the right to build. This Act imposes no time limit, measured by an absolute number of years, at the expiration of which the declarant must relinquish control of the association. Instead, declarant control ends when 75% of the maximum number of units which may be created by the declarant have been sold, or at the end of a two-year period during which development is not proceeding. *See* Section 3-103(d). The flexibility afforded by this section may be important to a declarant as he responds to unanticipated future changes in his market.

In theory, a declarant might overstate the maximum number of units in an attempt to artificially extend the period of declarant control, since the time might never come when a declarant had sold 75% of that number of units. As a practical matter, however, as the following example points out, such a practice would not likely achieve long-term control.

Example: A declarant reserves the right to build 100 units, even though zoning would permit only 75 units on the site, and the declarant actually plans on building only 50 units. As a result of the reservation, the declarant would not lose control of the association under the 75% rule stated in Section 3-103(d)(i) even when all 50 units had been built and sold, because that percentage applies to all potential units, not units actually built. *See* Section 3-103(d)(i)(1).

However, there are practical constraints on the declarant’s decision in this matter. Substantial exaggeration of the future density of the development might tend to impede sales of units in that project. Moreover, such a statement might also produce negative governmental reaction to proposals which might require local approval.

Even if the declarant did overstate the number of units to retain control, however, other limitations imposed by Section 3-103(d) will require turnover at an appropriate time. In the example, once the declarant had exercised the right to add the last of the 50 units which he intended to build, the two-year period imposed by Section 3-103(d)(ii) and (iii) would begin to run and the declarant would lose the right to control the association two years from the time the last units were added, even though he had reserved the right to add more units.

5. Paragraph (a)(5) requires that the boundaries of each unit created by the declaration be identified. The words “created by the declaration” emphasize that, in an expandable project, new units may be created in the future by amendments to the declaration. Until those new units are actually added to the project by amending the declaration, however, they are not units within the meaning of that defined term, and they need not be described.

6. Section 2-102 makes it possible in many condominiums or planned communities to satisfy paragraph (a)(5) of this section by merely providing the identifying number of units and stating that each unit is bounded by its ceiling, floor, and walls. The plats and plans will show where those ceilings, floors, and walls are located, and Section 2-102 provides all other details, except to the extent the declaration may make additional or contradictory specifications because of the unique nature of the project.

In the case of many cooperatives, it is possible to satisfy paragraph (a)(5) of this section by merely providing the identifying number of the unit, the size of the unit in square feet or its number of rooms, and its location within a building if it is in a building containing more than one unit. Thus, for example, it would be possible to describe a cooperative unit as follows: “Unit Number 243, consisting of 800 square feet, located on the fourth floor of Building A.”

7. Paragraph (a)(6) makes clear that the limited common elements described in Section 2-102(2) and (4) need not be described in the declaration. These limited common elements are typically porches, balconies, patios, or other amenities which may be included in a project. Such improvements are treated by the Act as limited common elements, rather than either common elements or parts of units, in order to minimize the attention which the documents need to give them, and to secure the result that would be desired in the usual case. Thus, if these improvements remain limited common elements, and no special provisions concerning them are included in the declaration, they may be used only by the units to which they are physically attached; maintenance of those improvements must be paid for by the association; and such improvements need not be specifically referred to in the declaration. In the case of all common interest communities, except cooperatives, porches, balconies, and patios must be shown on the plats and plans (*see* Section 2-109(b)(10)), but other limited common elements described in Section 2-102(2) and (4) need not be shown.

8. Paragraph (a)(7) contemplates that the common elements in the project may be allocated as limited common elements at some future time, either by the declarant or the association. For example, a swimming pool might serve an entire project during early phases of development. At the outset that pool might be a common element which all the unit owners may use. At a later time, with more units and additional pools built in subsequent phases, either the declarant or the association might determine that the first pool should become a limited common element reserved for the use only of units in the first phase, while the other pools should be reserved exclusively for units in the subsequent phases. Such a potential allocation should be

described in the declaration pursuant to this section. The method of subsequent allocation is discussed in Section 2-108.

9. Paragraph (a)(8) requires that the declaration describe all development rights and other special declarant rights which the declarant reserves. The declaration must describe the real estate to which each right applies, and state the time limit within which each of those rights must be exercised. The Act imposes no maximum time limit for the exercise of those rights, and contemplates that those rights may be exercised after the period of declarant control terminates.

10. Paragraph (a)(12)(ii) includes certain requirements which were not originally applicable to condominiums and planned communities under UCA and UPCA, respectively. Tracking MRECA, paragraph (a)(12)(ii) requires the declaration to include any information which restricts the amount for which a unit may be sold, or the amount to be received by a unit owner upon sale, condemnation, or casualty loss. Such restrictions are increasingly common in the development of “limited equity” common interest communities or common interest communities which are designed to minimize the increased value of the common interest community upon resale in order to preserve housing for a particular income group. The Act in no way restricts the use of such provisions, but does require that explicit provisions concerning such restrictions appear in both the declaration and the Public Offering Statement.

11. Paragraph (a)(14) is a cross-reference to other sections of the Act which require the declaration to contain particular matters. Some of these sections, such as Section 2-107 on the allocation of allocated interests, will affect all projects. Others, such as Section 2-106 on leasehold common interest communities, will apply only to particular lands of projects.

12. Subsection (b) contemplates that, in addition to the content required by subsection (a), other matters may also be included in the declaration if the declarant or lender feel they are appropriate to the particular project. In particular, the draftsman should carefully consider any desired provisions which would vary any of the many sections of the Act where variation is permitted, including such matters as expanding or restricting the association’s powers.

13. The 1994 amendments to subsections (a)(12) and (b) of this section are part of the drafters’ efforts to clarify the law of “use and occupancy” restrictions in common interest communities, and make that law more rational.

Specifically, these amendments describe the pattern of what use and occupancy restrictions must appear in the declaration, what amendment procedures must be used to change those use and occupancy restrictions, what discretion the executive board has in enforcing such restrictions, and what protection the Act provides to unit owners, either to be free of regulation inside their units, or to be protected from new restrictions on a once permitted activity.

This is a complex subject, and amendments in several sections of the Act were required.

The amendments begin in Section 2-105. Previously, the Act **required** all use, occupancy, and alienation restrictions to appear in the declaration; *see* old Section 2-105(a)(12). No amendment to a “use” restriction was allowed, except with unanimous consent; *see* old Section 2-117(d). The Act was unclear as to whether or not such things as leasing restrictions or pet rules were “use” restrictions requiring unanimous consent.

The 1994 amendment to this section ~~makes~~ made two important changes. First, leasing restrictions which exceed the restrictions allowed by the secondary mortgage market, *see* Section 3-102(c)(2), still must appear in the declaration. No other use or occupancy restrictions must appear in the declaration, but any such restrictions may so appear. *See* Section 2-105(b). Presumably, a provision in the declaration pursuant to this subsection (b) could permit the executive board to develop evolving use restrictions, in its discretion.

New subsection (b) also seeks generally to distinguish between “**uses** of a unit” and “the number or qualifications of persons who **occupy** units;” this distinction emphasizes that “occupancy” focuses on characteristics of individual persons while “use” focuses on the purposes to which the space is devoted.

Amendments to other sections bear on these issues in important ways. *See, e.g.*, Section 2-117(d) and (f) and Section 3-102.

14. Subsection (a)(14) was adopted in 2008; it requires that if the unit owners association is to be authorized to establish and enforce construction and design criteria or aesthetic standards, that authority must appear in the declaration. This mandate tracks the requirement that if the declarant is to have that power during the time it is developing the project, the declarant must treat that power as a special declarant right; see Section 1-103 (33)(H).

If the association is so empowered, then, pursuant to Section 3-106(a)(4) and (7), the bylaws would have to provide for administration of that program if administration is to be done by any committee or officer other than the executive board. Further, under Section 3-120(c), the association would adopt criteria for consideration of design criteria, and procedures for enforcing them.

Taken together, these requirements are intended to instill a reasonable and transparent process regarding a subject which has been controversial in the common interest community field.

SECTION 2-106. LEASEHOLD COMMON INTEREST COMMUNITIES.

(a) Any lease the expiration or termination of which may terminate the common interest community or reduce its size [, or a memorandum thereof,] must be recorded. Every lessor of those leases in a condominium or planned community shall sign the declaration. The declaration must state:

(1) the [recording data] for the lease [or a statement of where the complete lease may be inspected];

(2) the date on which the lease is scheduled to expire;

- (3) a legally sufficient description of the real estate subject to the lease;
- (4) any right of the unit owners to redeem the reversion and the manner whereby those rights may be exercised, or a statement that they do not have those rights;
- (5) any right of the unit owners to remove any improvements within a reasonable time after the expiration or termination of the lease, or a statement that they do not have those rights; and
- (6) any rights of the unit owners to renew the lease and the conditions of any renewal, or a statement that they do not have those rights.

(b) After the declaration for a leasehold condominium or leasehold planned community is recorded, neither the lessor nor the lessor's successor in interest may terminate the leasehold interest of a unit owner who makes timely payment of a unit owner's share of the rent and otherwise complies with all covenants which, if violated, would entitle the lessor to terminate the lease. A unit owner's leasehold interest in a condominium or planned community is not affected by failure of any other person to pay rent or fulfill any other covenant.

(c) Acquisition of the leasehold interest of any unit owner by the owner of the reversion or remainder does not merge the leasehold and fee simple interests unless the leasehold interests of all unit owners subject to that reversion or remainder are acquired.

(d) If the expiration or termination of a lease decreases the number of units in a common interest community, the allocated interests must be reallocated in accordance with Section 1-107(a) as if those units had been taken by eminent domain. Reallocations must be confirmed by an amendment to the declaration prepared, executed, and recorded by the association.

Comment

1. Subsection (a) requires that the lessor of any lease in a condominium or planned community which, upon termination, will terminate the condominium or planned community or reduce its size, must sign the declaration. This requirement insures that the lessor has consented to use of his land as a condominium or planned community. Note that such a signature is not

required in the case of a lease in a cooperative. This distinction between the types of common interest communities tracks that made by UCA, UPCA, and MRECA.

2. Subsection (a)(1) provides alternative bracketed language which should be considered by each State based on its practice. In any State where the recording acts do not specify the essential terms which must be included in a memorandum of lease, either this section should be supplemented to specify the essential terms, or the bracketed language relating to such memoranda should be deleted.

3. This section sets out requirements concerning leasehold common interest communities which are not typically contained in the laws of most States. In particular, it requires that the declaration describe the rights of the unit owners, or state that they have no rights concerning a variety of significant matters. This section also contains a number of other consumer protection provisions. However, in contrast to the result under some States' condominium laws, neither the unit owners nor the association have a statutory right to renewal of a lease upon termination.

4. In the case of leasehold condominiums and planned communities, the most significant matter of consumer protection in this section is subsection (b), which provides that unit owners who pay their share of the rent of the underlying lease may not be deprived of their enjoyment of the leasehold premises.

Subsection (b) is intended to protect the leasehold condominium or planned community "unit owner" regardless of whether he is a lessee, sublessee, or even further down in a chain of transfer of leasehold interests. *See* Section 1-103(32). Thus, for example, if the "unit owner" is a sublessee, the term "lessor (or) his successor in interest" includes not only the lessor, but also the lessee.

Subsection (b) further protects the unit owner by assuring that he will not share with his fellow unit owners any collective obligations toward their common lessor. All obligations are instead fractionalized so that no unit owner can be made liable or otherwise penalized for a default by any of his fellows. Thus, a default by the association in payment of the rent due to a lessor, in a case where the lease of common elements ran to the association, would not permit the lessor to terminate continued use of those common elements by those unit owners who then pay their share of the rent.

Subsection (b) does not address the issue of whether a unit owner's tenant may cure a default by the unit owner under the unit owner's lease so as to prevent termination of the unit owner's lease.

Example: Assume that A leases 100 acres of land to B for 50 years. B, in turn, leases the same 100 acres to C, for the duration of the 50 year term. C creates a condominium on the leasehold land, and thereby becomes the declarant; thereafter, he leases a unit in the condominium to D, together with a lease of this allocated undivided interest in the leasehold underlying the unit, for the duration of the 50 year term. D then leases his unit to E for a term of five years.

Both A and B must execute the declaration; *see* Section 2-106(a). So long as D meets his

obligations to C – or any other persons – under the declaration and his sublease, D’s interest in the leasehold may not be terminated by either A, B, or C; *see* Section 2-106. For that reason, A and B will likely take appropriate steps to protect their interests in the event that D makes timely payment to C, if called for in the declaration or lease, but C fails to meet his obligations to either A or B. If D fails to make timely payment to C – or to B or A if those persons have so required – then D’s interest may be terminated by the person entitled to payment, unless E is entitled to cure. E may cure and thereby prevent default, however, only if other law of the State permits transferees of partial interests to cure defaults of his transferor. Since E is not a unit owner, he is not entitled to rights under this Act.

However, this section does not permit a unit owner in a cooperative to preserve his interest in the cooperative by paying his pro-rata share of the rent in the event the association fails to pay rent due under a ground lease. This distinction flows from the differences in the nature of a cooperative and a condominium or a planned community, and it tracks the distinction made by UCA and UPCA, and MRECA.

5. Subsection (d) considers the problems created when termination of a lease reduces the size of a common interest community. In the event that some units are thereby withdrawn from the common interest community, reallocation of the allocated interests would be required; the section describes how that reallocation would occur.

SECTION 2-107. ALLOCATION OF ALLOCATED INTERESTS.

(a) The declaration must allocate to each unit:

(i) in a condominium, a fraction or percentage of undivided interests in the common elements and in the common expenses of the association (~~Section 3-115(a)~~), and a portion of the votes in the association;

(ii) in a cooperative, an ownership interest in the association, a fraction or percentage of the common expenses of the association (~~Section 3-115(a)~~), and a portion of the votes in the association; and

(iii) in a planned community, a fraction or percentage of the common expenses of the association (~~Section 3-115(a)~~), and a portion of the votes in the association.

(b) The declaration must state the formulas used to establish allocations of interests.

Those allocations may not discriminate in favor of units owned by the declarant or an affiliate of the declarant.

(c) If units may be added to or withdrawn from the common interest community, the

declaration must state the formulas to be used to reallocate the allocated interests among all units included in the common interest community after the addition or withdrawal.

(d) The declaration may provide: (i) that different allocations of votes shall be made to the units on particular matters specified in the declaration; (ii) for cumulative voting only for the purpose of electing members of the executive board; and (iii) for class voting on specified issues affecting the class if necessary to protect valid interests of the class. A declarant may not utilize cumulative or class voting for the purpose of evading any limitation imposed on declarants by this [act] nor may units constitute a class because they are owned by a declarant.

(e) Except for minor variations due to rounding, the sum of the common expense liabilities and, in a condominium, the sum of the undivided interests in the common elements allocated at any time to all the units must each equal one if stated as a fraction or 100 percent if stated as a percentage. In the event of discrepancy between an allocated interest and the result derived from application of the pertinent formula, the allocated interest prevails.

(f) In a condominium, the common elements are not subject to partition, and any purported conveyance, encumbrance, judicial sale, or other voluntary or involuntary transfer of an undivided interest in the common elements made without the unit to which that interest is allocated is void.

(g) In a cooperative, any purported conveyance, encumbrance, judicial sale, or other voluntary or involuntary transfer of an ownership interest in the association made without the possessory interest in the unit to which that interest is related is void.

Comment

1. Subsection (a) treats allocated interests differently in each type of common interest community. The distinctions made in parts (i) - (iii) track those made in the corresponding subsection of UCA, UPCA, and MRECA, for condominiums, planned communities, and cooperatives, respectively.

2. Most existing condominium statutes and cooperative documents require a single

common basis, usually related to the “value” of the units, to be used in the allocation of common element interests, or ownership interests in cooperatives, votes in the association and common expense liabilities. Following UCA, UPCA, and MRECA, this Act departs radically from such requirements by permitting each of these allocations to be made on different bases, and by permitting allocations which are unrelated to value.

Thus, a common interest community’s applicable allocations might be made equally among all units, or in proportion to the relative size of each unit, or on the basis of any other formula the declarant may select, regardless of the value of those units. Moreover, “size” might be used, for example, in allocating common expenses and common element interests (or ownership interest), while equality is used in allocating votes in the association. This section does not require that the formulas used by the declarant be justified, but it does require that the formulas be explained. The sole restriction on the formulas to be used in these allocations is that they not discriminate in favor of the units owned by the declarant. Otherwise, each of the separate allocations may be on any basis which the declarant chooses, and none of the allocations need be tied to any other allocation.

3. While the flexibility permitted in allocations is broader than that commonly used today, it is likely that the traditional bases for allocation will continue to be used, and that the allocation for all allocated interests will often be based on the same formulas. Most commonly, those bases include size, equality, or value of units. Each of these is discussed below.

4. If size is chosen as a basis of allocation, the declarant must choose between reliance on area or volume, and the choice must be indicated in the declaration. The declarant might further refine the formula by, for example, excluding unheated areas from the calculation or by partially discounting such areas by means of a ratio. Again, the declarant must indicate the choices he has made and explain the formula he has chosen.

5. Most existing condominium statutes require that “value” be used as the basis of all allocations. Under this Act a declarant is free to select such a basis if he wishes to do so. For example, he might designate the “par value” of each unit as a stated number of dollars or points. However, the formula used to develop the par values of the various units would have to be explained in the declaration. For example, the declaration for a high rise project might disclose that the par value of each unit is based on the relative area of each unit on the lower floors, but increases by specified percentages at designated higher levels. The formula for determining area in this example could be further refined in the manner suggested in Comment 4, above, and any other factors (such as the direction in which a unit faces) could also be given weight so long as the weight given to each factor is explained in the declaration.

6. The purpose of subsection (c) is to require a comprehensive scheme for reallocation of allocated interests in a common interest community subject to development rights, and afford some advance disclosure to purchasers of units in the first phase of an expandable common interest community of how allocated interests will be reallocated if additional units are added.

7. Subsection (d) represents a significant departure from the practice in most States concerning the allocation of votes. The usual rule is that a single allocation of votes is made to each unit, and that allocation applies to all matters on which those votes may be cast. This section recognizes that the increasingly complex nature of some projects requires different

allocations on particular questions. Different allocations may be appropriate, for example, in a project where common expense liabilities, or questions concerning rules and regulations, affect different units differently.

Example: In a mixed commercial and residential project, the declaration might provide that each unit owner would have an equal vote for the election of the Board of Directors. However, on matters concerning ratification of the common expense budget, where the commercial unit owners pay a much larger share than their proportion of the total units, the vote of commercial unit owners might be increased so that they exceed the number of votes the residential owners hold. Alternatively, of course, it might be possible to treat this question as a class voting matter, but the draftsman is provided flexibility in this section to choose the most appropriate solution.

8. This section recognizes that there may be certain instances in which class voting in the association would be desirable. For example, in a mixed-use planned community or condominium consisting of both residential and commercial units, there may be certain kinds of issues upon which the residential or commercial unit owners should have a special voice, and the device described in Comment 7 is not desired. To prevent abuse of class voting by the declarant, subsection (d) permits class voting only with respect to specified issues directly affecting the designated class and only insofar as necessary to protect valid interests of the designated class.

Example: Owners of town house units, in a single project consisting of both town house and high-rise buildings, might properly constitute a separate class for purposes of voting on expenditures affecting only the town house units, but they might not be permitted to vote by class on rules for the use of facilities used by all the units.

The subsection further provides that the declarant may not use the class voting device for the purpose of evading any limitation imposed on declarants by this Act (*e.g.*, to maintain declarant control beyond the period permitted by Section 3-103).

9. The last clause of subsection (d) prohibits a practice common in planned communities, where units owned by declarant constitute a separate class of units for voting and other purposes. Upon transfer of title, those units lose these more favorable voting rights. This section makes clear that the votes and other attributes of ownership of a unit may not change by virtue of the identity of the owner. The Act provides other, more balanced, devices for those circumstances which such classes were legitimately intended to address, principally declarant control of the association. *See* Section 3-103(d).

10. Questions have arisen concerning the drafters' intent regarding the language in subsection (b), which prohibits the declaration in allocating votes and common expense liabilities among the units, from "discriminating in favor of units owned by the declarant." Specifically, the question is whether this section imposes a special level of scrutiny on the allocation of votes and common expense liability to units that the declarant may own, compared to similar units that are owned by persons who are not declarants.

The answer is that the language means what it says: that is, if the allocated interests would change at the time the declarant sold the unit, then the allocated interests are improper because they discriminate in favor of the declarant's ownership of that unit. However, if the

allocation of common expenses and votes is permanent rather than dependent on the owner's identity and one whose formula is identified in the declaration, then the allocation is proper. Subject to the obligations of good faith in Section 1-113 and the prohibition on unconscionable terms in Section 1-112, this would be true even if the effect of the allocation were to create a relative benefit in favor of units that the declarant or its affiliate intended to own for an indefinite period.

Example: A common interest community consists of a high-rise building containing 10 floors of equal size. There are 4 units on each floor except the top floor, where there is only 1 'penthouse' unit. Even though the penthouse unit is four times the size of the units on the 9 other floors, and is clearly more valuable than the other 36 units, the declaration allocates an equal share of the common expenses to all the units, including the penthouse unit. The effect of this allocation is that the penthouse unit bears a 1/37th share of the common expenses – this is only 25% of the cost on a per square foot basis – of the share borne by each unit owner on a lower floor.

Assume that the declaration properly contains the formula used for the allocation of common expenses among the units and properly discloses the material and unusual circumstance that the penthouse benefits substantially from the formula used to allocate expenses.

The fact that the declarant intends to retain ownership of the penthouse unit and live in that unit for an indefinite period does not mean that the standard contained in section 2-107 (b) has been violated. However, the Act would be violated if the declaration provided that, upon the declarant's sale of the penthouse, the formula for allocating common expenses would be changed to an allocation among all the units based on their relative sizes.

In the example, this appears to yield an unjust result and a court might be invited to consider the extent to which the declarant had acted in bad faith or unconscionably in making such an allocation. Nevertheless, any other rule would simply encourage challenges to any allocation of common expenses, since an argument can always be made that any allocation – whether done on relative size, number of rooms, "value", location within a building, equality or any other basis - inevitably works to the relative disadvantage of some owners compared to others in the same community.

SECTION 2-108. LIMITED COMMON ELEMENTS.

(a) Except for the limited common elements described in Section 2-102(2) and (4), the declaration must specify to which unit or units each limited common element is allocated. An allocation may not be altered without the consent of the unit owners whose units are affected.

(b) Except as the declaration otherwise provides, a limited common element may be reallocated by an amendment to the declaration executed by the unit owners between or among whose units the reallocation is made. The persons executing the amendment shall provide a

copy thereof to the association, which shall record it. The amendment must be recorded in the names of the parties and the common interest community.

(c) A common element not previously allocated as a limited common element may be so allocated only pursuant to provisions in the declaration made in accordance with Section 2-105(a)(7). The allocations must be made by amendments to the declaration.

Comment

1. Like all other common elements, limited common elements in a condominium are “owned” by all the unit owners on an undivided interest basis but managed by the Association, unless the declaration otherwise provides. In a planned community or cooperative, the common elements are owned by the association. The use of a limited common element in all cases, however, is reserved to less than all of the unit owners. Unless the declaration provides otherwise, the association is responsible for the upkeep of a limited common element and the cost of such upkeep is assessed against all the units. *See* Sections 3-107(a) and 3-115(c)(1). This might include the costs of repainting all shutters or balconies, for example, which are limited common elements pursuant to Section 2-102(4). Accordingly, there may be occasions where, to meet the expectations of owners and to have costs borne directly by those who benefit from those amenities, the declaration might provide that the costs will be borne, not by all unit owners as part of their common expense assessments, but only by the owners to which the limited common elements are assigned.

2. The use of common elements which are not “limited” within the meaning of this Act may nevertheless be restricted by the unit owners’ association pursuant to the powers set forth in Section 3-102(a)(6) and (10), unless that power is limited in the declaration. For example, the association might assign reserved parking spaces to designated unit owners, or even to persons who are not unit owners. Such a parking space would differ from a limited common element in that its use would be merely a personal right of the person to whom it is assigned and this section would not have to be complied with to allocate it or to reallocate it.

3. Because a mortgage, deed of trust, or security interest may restrict the borrower’s right to transfer the use of a limited common element without the lender’s consent, the terms of the encumbrance should be examined to determine whether the lender’s consent or release is needed to transfer that right of use to another person.

4. *See* also Comments 7 and 8 to Section 2-105.

SECTION 2-109. PLATS AND PLANS.

(a) Plats and plans are a part of the declaration, and are required for all common interest communities except cooperatives. Separate plats and plans are not required by this [act] if all the information required by this section is contained in either a plat or plan. Each plat and plan must

be clear and legible and contain a certification that the plat or plan contains all information required by this section.

(b) Each plat must show or project:

(1) the name and a survey or general schematic map of the entire common interest community;

(2) the location and dimensions of all real estate not subject to development rights, or subject only to the development right to withdraw, and the location and dimensions of all existing improvements within that real estate;

(3) a legally sufficient description of any real estate subject to development rights, labeled to identify the rights applicable to each parcel, but plats and plans need not designate or label which development rights are applicable to each parcel if that information is clearly delineated in the declaration;

(4) the extent of any encroachments by or upon any portion of the common interest community;

(5) to the extent feasible, a legally sufficient description of all easements serving or burdening any portion of the common interest community;

(6) except as otherwise provided in subsection (h), the approximate location and dimensions of any vertical unit boundaries not shown or projected on plans recorded pursuant to subsection (d) and that unit's identifying number;

(7) except as otherwise provided in subsection (h), the approximate location with reference to an established datum of any horizontal unit boundaries not shown or projected on plans recorded pursuant to subsection (d) and that unit's identifying number;

(8) a legally sufficient description of any real estate in which the unit owners will own only an estate for years, labeled as "leasehold real estate;"²²

(9) the distance between non-contiguous parcels of real estate comprising the common interest community;

(10) the approximate location and dimensions of any porches, decks, balconies, garages, or patios allocated as limited common elements, and show or contain a narrative description of any other limited common elements; and

(11) ~~in the case of~~ for real estate not subject to development rights, all other matters customarily shown on land surveys.

(c) A plat may also show the intended location and dimensions of any contemplated improvement to be constructed anywhere within the common interest community. Any contemplated improvement shown must be labeled either “MUST BE BUILT” or “NEED NOT BE BUILT.”²

(d) Except as otherwise provided in subsection (h), to the extent not shown or projected on the plats, plans of the units must show or project:

(1) the approximate location and dimensions of the vertical boundaries of each unit, and that unit’s identifying number;

(2) the approximate location of any horizontal unit boundaries, with reference to an established datum, and that unit’s identifying number; and

(3) the approximate location of any units in which the declarant has reserved the right to create additional units or common elements ~~(Section 2-110(c))~~, identified appropriately.

(e) Unless the declaration provides otherwise, the horizontal boundaries of part of a unit located outside a building have the same elevation as the horizontal boundaries of the inside part and need not be depicted on the plats and plans.

(f) Upon exercising any development right, the declarant shall record either new plats and plans necessary to conform to the requirements of subsections (a), (b), and (d), or new

certifications of plats and plans previously recorded if those plats and plans otherwise conform to the requirements of those subsections.

(g) ~~Any~~ A certification of a plat or plan required by this section or Section 2-101(b) must be made by an independent [registered] surveyor, architect, or engineer.

(h) Plats and plans need not show the location and dimensions of the units' boundaries or their limited common elements if:

(1) the plat shows the location and dimensions of all buildings containing or comprising the units; and

(2) the declaration includes other information that shows or contains a narrative description of the general layout of the units in those buildings and the limited common elements allocated to those units.

Comment

1. This section makes clear that plats and plans are a part of the declaration and are required for condominiums and planned communities, but not for cooperatives. That distinction tracks that made by UCA, UPCA, and MRECA.

2. The terms "plat" or "plan" have been given a variety of meanings by custom and usage in the various jurisdictions. Under this Act, it is important to recognize that a "plat" need not mean "survey" of the entire real estate constituting a project at the time the initial plat is recorded, although through amendments to the plat as development proceeds, it ultimately becomes a survey of the entire project.

As to "plan," the Act does not use that term to mean the actual building plans used for construction of the project. Instead, the required content of the plans in this Act is described in subsection (d). Essentially, the plans constitute a boundary survey of each unit. Typically, the walls will be the vertical ("up and down" or "perimetric") boundaries, and the floors and ceilings will be the horizontal boundaries. Importantly, these boundaries need not be physically measured, but may instead be projected from the plat or from actual building construction plans. Thus, the plans under this Act are not conceived to be "as built" plans.

3. Subsection (c) permits, but does not require, the plats to show the location of contemplated improvements. Since construction of contemplated improvements by a declarant involves the exercise of development rights, a declarant may not create any improvement within real estate where no development rights have been reserved, unless the plats actually show that proposed improvement or unless the association (which the declarant may control) makes the improvement pursuant to Section 3-102(a)(7). Of course, as to existing unit owners, the

improvements which may be made by the declarant and the areas within which they may be made, are limited by his contract with those unit owners. Since this is true, the Declarant may not violate that contract directly – by undertaking improvements for which he reserved no rights – or indirectly by making improvements through the association which he controls or by seeking to amend the declaration in violation of the contract. Moreover, under Section 2-117(d), no amendment to the declaration may create or increase special declarant rights without the unanimous consent of the unit owners.

Within land subject to development rights construction may take place in accordance with the reserved rights, even if no contemplated improvements are shown on the plats. As to the declarant's obligation to complete an improvement that is shown, *see* Section 4-119(a).

4. As noted in the Comments to Section 2-101, a condominium or planned community unit may consist of unenclosed ground and/or airspace, with no “building” involved. If this were true of all units in a particular condominium, the provisions of Section 2-109 relating to plans (but not plats) would be inapplicable.

5. In detailing the required contents of the plats, two different types of legal description are contemplated. First, in subsection (b)(1), the plat must show at least a general schematic map of the entire project. While this may be by survey, the Act recognizes that a survey may be unduly expensive or impractical in a large project, and accordingly permits a general schematic map of the entire project at the commencement of development. With respect to those portions of the project, however, where no future development may take place, the flexibility of a general schematic map is not permitted by the statute. As development ceases in particular phases, subsection (b)(2) contemplates that the locations and dimensions of that real estate will be identified. As this process continues, all of the real estate originally shown in a general schematic map will have been surveyed, and the location and dimensions of that real estate identified, at the expiration of development rights. In addition, subsection (2) contemplates that existing improvements must be shown within real estate where no further development will take place. This does not include the units which may be within each building, but it does include the external physical dimensions of the buildings themselves. The nature of “existing improvements” required to be surveyed under subsection (2) should be determined by local practices in the particular State.

6. Subsection (f) describes the amendments to the plats and plans which must be made as development rights are exercised. This section requires that the plats and plans be amended at each stage of development to reflect actual progress to date. If an original schematic map was recorded as permitted by subsection (b)(1), the survey required by subsection (b)(2) would also constitute the amendments required by subsection (f).

7. The terms “horizontal” and “vertical” are now commonly understood to refer, respectively, to “upper and lower” and “lateral or perimetric.” Thus, Section 2-102 contemplates that the perimetric walls may be designated as the “vertical” boundaries of a unit and the floor and ceiling as its “horizontal” boundaries. That is the sense in which the words “horizontal” and “vertical” are to be understood in this section and throughout this Act.

8. Sections 4-118 and 4-119 state the effect of labeling an improvement “MUST BE BUILT” or “NEED NOT BE BUILT,” as required by subsection (b)(3).

9. The 1994 amendments to subsections (6), (7), and (10) seek to balance the need for disclosure and certainty in understanding what a unit owner “owns,” with the practical limitations of the surveying profession. The balance struck in the 1994 amendments to this section requires that the plat or survey – as a minimum – actually show only the kinds of limited common elements that most people would understand to be an important appurtenance to their units. All other kinds of limited common elements – parking spaces, window boxes, etc., – may be either shown on the survey or simply described in words.

10. New subsection (h) eliminates the need for any unit boundary survey so long as the building location is shown on the project survey and a practical means exists by which the potential purchaser can understand the unit layout and its assigned common elements. This is a common practice in the sale of cooperative units.

11. The 2008 amendment in subsection (c)(3) relieves the declarant from the obligation of identifying each applicable development right in the labeling of those portions of the plats and plans that show land subject to development rights if the actual development rights for each such parcel are “clearly delineated” in the declaration itself. While constituting a marginal reduction in the information shown on the plats and plans, the fact is that in some complexes, the reduced information may make the documents more legible. In any event, the statute continues to require disclosure of this information in the declaration.

SECTION 2-110. EXERCISE OF DEVELOPMENT RIGHTS.

(a) To exercise any development right reserved under Section 2-105(a)(8), the declarant shall prepare, execute, and record an amendment to the declaration (Section 2-117) and in a condominium or planned community comply with Section 2-109. The declarant is the unit owner of any units thereby created. The amendment to the declaration must assign an identifying number to each new unit created, and, except in the case of subdivision or conversion of units described in subsection (b), reallocate the allocated interests among all units. The amendment must describe any common elements and any limited common elements thereby created and, in the case of limited common elements, designate the unit to which each is allocated to the extent required by Section 2-108 (Limited Common Elements).

(b) Development rights may be reserved within any real estate added to the common interest community if the amendment adding that real estate includes all matters required by Section 2-105 or 2-106, as the case may be, and, in a condominium or planned community, the plats and plans include all matters required by Section 2-109. This provision does not extend the

time limit on the exercise of development rights imposed by the declaration pursuant to Section 2-105(a)(8).

(c) Whenever a declarant exercises a development right to subdivide or convert a unit previously created into additional units, common elements, or both:

(1) if the declarant converts the unit entirely to common elements, the amendment to the declaration must reallocate all the allocated interests of that unit among the other units as if that unit had been taken by eminent domain (Section 1-107); and

(2) if the declarant subdivides the unit into two or more units, whether or not any part of the unit is converted into common elements, the amendment to the declaration must reallocate all the allocated interests of the unit among the units created by the subdivision in any reasonable manner prescribed by the declarant.

(d) If the declaration provides, pursuant to Section 2-105(a)(8), that all or a portion of the real estate is subject to a right of withdrawal:

(1) if all the real estate is subject to withdrawal, and the declaration does not describe separate portions of real estate subject to that right, none of the real estate may be withdrawn after a unit has been conveyed to a purchaser; and

(2) if any portion is subject to withdrawal, it may not be withdrawn after a unit in that portion has been conveyed to a purchaser.

Comment

1. This section generally describes the method by which any development right may be exercised. Importantly, while new development rights may be reserved within new real estate which is added to the common interest community, the original time limits on the exercise of these rights which the declarant must include in the original declaration may not be extended. Thus, the development process may continue only within the self-determined constraints originally described by the declarant.

2. The reservation and exercise of development rights is typically closely coordinated with financing for the project. As a result, lender review and control of that process is common, and the financing documents reflect the proposed development process.

A typical construction loan mortgage on a portion of a phased condominium or planned community might provide that as soon as that portion of land is added (or, if the portion is also designated withdrawable land, as soon thereafter as anyone other than the declarant becomes the unit owner of a unit in the withdrawable land) the mortgage on that land and on any buildings containing units built on that land before it was added converts into a mortgage on all of the units located within that portion, together in the case of a condominium, with their respective common element interests. In the case of a condominium, the common element interest of those units will, of course, extend to the common elements in other sections of the condominium. Therefore, conveyance of the units in that phase to the lender or to a purchaser at a foreclosure sale would automatically transfer all of those units' common element interest, as a result of the requirements of Sections 2-107(f) and 2-110(a).

3. A lender who holds a mortgage lien on one portion of a condominium or planned community may not cause that portion to be withdrawn from the condominium or planned community unless the portion constitutes withdrawable real estate in which there is no unit owner other than the declarant. Even then, except in the case of foreclosure, the amendment effectuating the withdrawal must be executed by the declarant.

Therefore, a lender may wish to require that an amendment withdrawing the portion on which he has a mortgage be executed by the declarant and placed in escrow at the time the loan is made in order to protect against a recalcitrant borrower. Alternatively, a lender after foreclosure under Section 2-118(k) may require an amendment from the association. Also a lender could itself execute the amendment if the lender buys in at a foreclosure sale or takes a deed in lieu of foreclosure and elects to become a declarant under Section 3-104(c) or (a).

4. As indicated in the Comments to Section 1-106, the withdrawal of real estate from a common interest community may constitute a subdivision of land under the applicable subdivision ordinance. Under most subdivision ordinances, the owner of the real estate is regarded as the "subdivider." In the event of a withdrawal under this section, however, the declarant is in fact the subdivider because of his unique interest in and control over the real estate, even though the real estate, for title purposes, is a common element until withdrawn. Accordingly, he would bear the cost of compliance with any subdivision ordinance required to withdraw a part of the real estate from the common interest community.

5. Subsection (c) deals with special problems surrounding allocated interests when the declarant subdivides or converts units which were originally created in the declaration into additional units, common elements, or both. This development right permits the declarant to defer a final decision as to the size of certain units by permitting the subdivision of larger interior spaces into smaller units. The declarant may thus "build to suit" for purchasers' needs or to meet changing market demand.

For example, a declarant of a five-story office building common interest community may have purchasers committed at the time of the filing of the common interest community declaration but a lack of purchasers for the upper two floors. In such a circumstance, the declarant could designate the upper two floors as a unit, reserving to himself the right to subdivide or convert that unit into additional units, common elements or a combination of units and common elements as needed to suit the requirements of ultimate purchasers.

If, at a later time, a purchaser wishes to purchase half of one floor as a unit, the declarant could exercise the development right to subdivide his two-floor unit into two or more units. He may also wish to reserve a portion of the divided floor as a corridor which will constitute common elements. In that case, he would proceed pursuant to this subsection to reallocate the allocated interests among the units in the manner described in this section.

Alternatively, the declarant may ultimately decide that the entire two floors should be turned over to the unit owners' association not as a unit but as common elements to be used perhaps as a cafeteria serving the balance of the building, or for retail space to be rented by the association. In that case, should he choose to make the entire two floors common elements, the provisions of paragraph (c)(1) would apply.

The declarant may state in his declaration any conditions or limitations on the time limits reserved for the exercise of development rights which would cause that development right to lapse before the time established in the declaration. It would, of course, be possible for a declarant to voluntarily relinquish those rights prior to the time that they automatically lapsed, and an instrument recorded by the declarant would be effective to cause that lapse, subject, of course, to any constraints imposed on voluntary relinquishment by the declarant's lender.

SECTION 2-111. ALTERATIONS OF UNITS. Subject to the provisions of the declaration and other provisions of law, a unit owner:

(1) may make any improvements or alterations to his unit that do not impair the structural integrity or mechanical systems or lessen the support of any portion of the common interest community;

(2) may not change the appearance of the common elements, or the exterior appearance of a unit or any other portion of the common interest community, without permission of the association;

(3) after acquiring an adjoining unit or an adjoining part of an adjoining unit, may remove or alter any intervening partition or create apertures therein, even if the partition in whole or in part is a common element, if those acts do not impair the structural integrity or mechanical systems or lessen the support of any portion of the common interest community. Removal of partitions or creation of apertures under this paragraph is not an alteration of boundaries.

Comment

1. This section deals with permissible alterations of the interior of a unit, and impermissible alterations of the exterior of a unit and the common elements, in ways which reflect common practice. The stated rules, of course, may be varied by the declaration where desired.

2. Subsection (3) deals in a unique manner with the problem of creating access between adjoining units owned by the same person. The subsection provides a specific rule which would permit a door, stairwell, or removal of a partition wall between those units, so long as structural integrity is not impaired. That alteration would not be an alteration of boundaries, but would be an exception to the basic rule stated in subsection (2).

3. In considering permissible alteration of the interior of a unit, an example may be useful. A nail driven by a unit owner to hang a picture might enter a portion of the wall designated as part of the common elements, but this section would not be violated because structural integrity would not be impaired. Moreover, no trespass would be committed because each unit owner, as a part or beneficial owner of the common elements, has a right to utilize them subject only to such restrictions as may be created by the Act, the declaration, bylaws, and the unit owners' association pursuant to Section 3-102.

4. Removal of a partition or the creation of an opening between adjoining units would permit the units to be used as one, but they would not become one unit. They would continue to be separate units within the meaning of Section 1-105 and would continue to be treated separately for the purposes of this Act.

5. In addition to the restrictions placed on unit owners by this section, the declaration or bylaws may restrict a unit owner from altering the interior appearance of his unit. Although this might be an undue restriction if imposed upon the primary residence of a unit owner, it may be appropriate in the case of time-share or other common interest communities.

SECTION 2-112. RELOCATION OF UNIT BOUNDARIES.

(a) Subject to the provisions of the declaration and other provisions of law, the boundaries between adjoining units may be relocated by an amendment to the declaration upon application to the association by the owners of those units. If the owners of the adjoining units have specified a reallocation between their units of their allocated interests, the application must state the proposed reallocations. Unless the executive board determines, within 30 days, that the reallocations are unreasonable, the association shall prepare an amendment that identifies the units involved and states the reallocations. The amendment must be executed by those unit owners, contain words of conveyance between them, and, on recordation, be indexed in the name of the grantor and the grantee, and [in the grantee's index] in the name of the association.

(b) Subject to the provisions of the declaration and other provisions of law, boundaries between units and common elements may be relocated to incorporate common elements within a unit by an amendment to the declaration upon application to the association by the owner of the unit who proposes to relocate a boundary. Unless the declaration provides otherwise, the amendment may be approved only if persons entitled to cast at least [67] percent of the votes in the association, including [67] percent of the votes allocated to units not owned by the declarant, agree to the action. The amendment may describe any fees or charges payable by the owner of the affected unit in connection with the boundary relocation and the fees and charges are assets of the association. The amendment must be executed by the unit owner of the unit whose boundary is being relocated and by the association, contain words of conveyance between them, and on recordation be indexed in the name of the unit owner and the association as grantor or grantee, as appropriate.

(c) The association (i) in a condominium or planned community shall prepare and record plats or plans necessary to show the altered boundaries of affected units, and their dimensions and identifying numbers, and (ii) in a cooperative shall prepare and record amendments to the declaration, including any plans; necessary to show or describe the altered boundaries of affected units, and their dimensions and identifying numbers.

Comment

1. This section changes the effect of most current declarations, under which the boundaries between units may not be altered without unanimous or nearly unanimous consent of the unit owners. As the section makes clear, this result may be varied by restrictions in the declaration.

2. This section contemplates that upon relocation of the unit boundaries, no reallocation of allocated interests will occur if none is specified in the application. If a reallocation is specified but the executive board deems it unreasonable, then the applicants have the choice of resubmitting the application with a reallocation more acceptable to the board, or going to court to challenge the board's findings as unreasonable.

3. The distinctions made by this section as to information required in the amendment,

track the distinctions found in the corresponding UCA, UPCA, and MRECA provisions, for condominiums, planned communities, and cooperatives, respectively.

4. Experience under the original Act indicates that it does not adequately address the frequently occurring issue of new additions to existing units, which commonly encroach on the common elements. While the use of limited common elements is a possible device to address this question – and while this new subsection does not prohibit use of that device – the drafters believe that new subsection (b), added in the 1994 amendment, offers a more direct means to address this situation.

While this section sets the default rule for such additions, local zoning and other rules would continue to limit its applicability.

This revision provides a mechanism to alter the boundary between a unit and the common elements and sets out a default rule with respect to association action to accomplish that result. In the absence of this rule, Section 2-117(d) mandates that a change in a unit boundary requires unanimous consent of all owners. With this amendment, unanimity is no longer required.

In addition, the Act contemplates that the declaration of a particular project may be drafted or amended in order to address the particular concerns of those unit owners most directly affected by such a relocation as a result of the addition's proximity, or by its aesthetic impact.

Thus, for example, the declaration may state who is entitled to vote and what percentage of unit owners' approval is required. For instance, the declaration may provide for voting only by owners in a particular building or neighborhood, or it may delegate that decision to the executive board on a case by case basis.

An amendment pursuant to this subsection may not, by itself, alter the allocated interests in the community; such a change may be made only pursuant to Section 2-117(d). As a consequence, a fee or charge described in the amendment will likely be in the nature of either a single one time fee or charge, or a recurring surcharge which is payable in addition to the periodic common expense charge originally set out in the declaration, or both.

Example: The declaration might be amended to state that the owner of a unit with a 100 square foot addition shall, in addition to regularly calculated monthly common charges, pay a monthly fee of \$10, increased each year by a percentage equal to the percentage increase in the association budget.

5. If the only common element being incorporated into a unit is a wall separating two adjoining units owned by different owners, the amendment should be made under Section 2-112(a), not (b). However, if one owner owns two adjoining units, the wall may be removed pursuant to Section 2-111 without altering the boundaries, and without the need for any amendment to the declaration.

SECTION 2-113. SUBDIVISION OF UNITS.

(a) If the declaration expressly so permits, a unit may be subdivided into two or more

units. Subject to ~~the provisions of the declaration and other provisions of law~~ other than this [act], upon application of a unit owner to subdivide a unit, the association shall prepare, execute, and record an amendment to the declaration; including, in a condominium or planned community, the plats and plans, subdividing that unit.

(b) The amendment to the declaration must be executed by the owner of the unit to be subdivided, assign an identifying number to each unit created, and reallocate the allocated interests formerly allocated to the subdivided unit to the new units in any reasonable manner prescribed by the owner of the subdivided unit or on any other basis the declaration requires.

Comment

1. This section provides for subdivision of units by unit owners, thereby creating more and smaller units than were originally created. The underlying policy of this section is that the original development plan of the project must be followed, and the expectations of unit owners realized. Accordingly, unless subdivision of the units is expressly permitted by the original declaration, a unit may not be subdivided into two or more units unless the declaration is amended to permit it. A subdivision itself is accomplished by an amendment to the declaration.

2. At the same time, situations will often occur where future subdivision is appropriate, and this section permits the declaration to provide for it.

3. An analogous concept in the context of development rights is subdivision of units by a declarant.

4. If a unit owned only by the declarant – as opposed to the same unit if owned by another person – may be subdivided into two or more units but cannot be converted in whole or in part into common elements, it is still a unit that may be subdivided or converted into two or more units or common elements, within the meaning of the definition of development rights. It is therefore governed by Section 2-110 and not by this section.

Alternative A

[SECTION 2-114. EASEMENT FOR ENCROACHMENTS. To the extent that any unit or common element encroaches on any other unit or common element, a valid easement for the encroachment exists. The easement does not relieve a unit owner of liability in case of his willful misconduct nor relieve a declarant or any other person of liability for failure to adhere to any plats and plans or, in a cooperative, to any representation in the public offering statement.]

Alternative B

[SECTION 2-114. MONUMENTS AS BOUNDARIES. The existing physical boundaries of a unit or the physical boundaries of a unit reconstructed in substantial accordance with the description contained in the original declaration are its legal boundaries, rather than the boundaries derived from the description contained in the original declaration, regardless of vertical or lateral movement of the building or minor variance between those boundaries and the boundaries derived from the description contained in the original declaration. This section does not relieve a unit owner of liability in case of his willful misconduct or relieve a declarant or any other person of liability for failure to adhere to any plats and plans or, in a cooperative, to any representation in the public offering statement.]

Comment

Two approaches are presented here as alternatives, since uniformity on this issue is not essential, and various States have adopted one approach or the other. Both theories recognize the fact that the actual physical boundaries may differ somewhat from what is shown on the plats and plans, and the practical effect of both is the same.

The easement approach of Alternative A creates easements for whatever discrepancies may arise, while the “monuments as boundaries” approach of Alternative B would make the title lines move to follow movement of the physical boundaries caused by such discrepancies or subsequent settling or shifting.

SECTION 2-115. USE FOR SALES PURPOSES. A declarant may maintain sales offices, management offices, and models in units or on common elements in the common interest community only if the declaration so provides and specifies the rights of a declarant with regard to the number, size, location, and relocation thereof. In a cooperative or condominium, any sales office, management office, or model not designated a unit by the declaration is a common element. If a declarant ceases to be a unit owner, he ceases to have any rights with regard thereto unless it is removed promptly from the common interest community in accordance with a right to remove reserved in the declaration. Subject to any limitations in the declaration, a

declarant may maintain signs on the common elements advertising the common interest community. This section is subject to the provisions of other state law and to local ordinances.

Comment

1. This section prescribes the circumstances under which portions of the common interest community – either units or common elements – may be used for sales offices, management offices, or models. The basic requirement is that the declarant must describe his rights to maintain such offices in the declaration. There are no limitations on that right, so that either units owned by the declarant or other persons, or the common elements themselves, may be used for that purpose. Typical common element uses might include a sales booth in the lobby of a building, or a trailer or temporary building located outside the buildings on the grounds of the property.

2. In addition, this section contains a permissive provision permitting advertising on the common elements. The declarant may choose to limit his rights in terms of the size, location, or other matters affecting the advertising. The Act, however, imposes no limitations. At the same time, the last sentence of the section recognizes that state or local zoning or other laws may limit advertising, both in terms of size and content of the advertising, or the use of the units or common elements for such purposes. This section makes it clear that local law would apply in those cases.

SECTION 2-116. EASEMENT AND USE RIGHTS.

(a) ~~Subject to the provisions of the declaration,~~ a declarant has an easement through the common elements as may be reasonably necessary for the purpose of discharging the declarant's obligations or exercising special declarant rights, whether arising under this [act] or reserved in the declaration.

(b) ~~In a planned community, subject to the provisions of Sections 3-102(a)(6) and 3-112, the unit owners have an easement (i) in the common elements for purposes of access to their units and~~

~~(ii)(c)~~ Subject to the declaration and rules, the unit owners have a right to use the common elements that are not limited common elements and all real estate that must become common elements (Section 2-105(a)(6)) for all other the purposes for which they were intended.

Comment

1. This section grants to declarant an easement across the common elements, subject to

any self-imposed restrictions on that easement contained in the declaration. At the same time, the easement is not an easement for all purposes and under all circumstances, but only a grant of such rights as may be reasonably necessary for the purpose of exercising the declarant's rights. Thus, for example, if other access were equally available to the land where new units are being created, which did not require the declarant's construction equipment to pass and repass over the common elements in a manner which significantly inconvenienced the unit owners, a court might apply the "reasonably necessary" test contained in this section to consider limitations on the declarant's easement. The rights granted by this section may be enlarged by a specific reservation in the declaration.

2. The declarant is also required to repair and restore any portion of the common interest community used for the easement granted under this section. *See* Section 4-119(b).

3. This section also grants unit owners in a planned community an easement for access, support, and enjoyment in the common elements because unit owners hold a beneficial, but no fee, interest in the common elements. These rights may be limited by the declaration.

4. Subsection (c), amended in 2008, clarifies the extent to which unit owners may use the common elements in several ways which the drafters believe were previously implicit, but are now explicit.

First, the section previously applied only to planned communities, when the same policies clearly should apply to all forms of common interest communities. The amendment accomplishes that result.

Second, in the prior draft, the owners' right to use was statutorily subject to the association's right to regulate that use under Section 3-102(a)(6), and to the association's right to encumber or sell the common elements under Section 3-112. In contrast, the 2008 amendments make that right to use subject to all provisions of the declaration and rules and, while the statutory references have been deleted, the Act still applies with full force to the common interest community.

Third, the original text made no distinction between the common elements and limited common elements. However, since the very definition of limited common elements precludes the unbridled use of limited common elements, the 2008 amendment makes that outcome explicit.

Finally, the original text suggested that unit owners could use the common elements for "all other purposes", in addition to the purpose of "access" to their units. It is plain, of course, that various common elements - parking lots, roofs, elevators, for example - may not literally be used for "all...purposes" but simply for their intended purposes.

SECTION 2-117. AMENDMENT OF DECLARATION.

(a) Except in cases of amendments that may be executed by a declarant under Section 2-109(f) or 2-110, ~~or by~~ the association under Section 1-107, 2-106(d), 2-108(c), 2-112(a), or 2-113, or ~~by~~ certain unit owners under Section 2-108(b), 2-112(a), 2-113(b), or 2-118(b), and

except as limited by ~~subsection~~ subsections (d), (f), (g), and (h), the declaration, including any plats and plans, may be amended only by vote or agreement of unit owners of units to which at least [67] percent of the votes in the association are allocated, ~~or any larger majority unless the declaration specifies a different percentage for all amendments or for specific subjects of amendment. If the declaration requires the approval of another person as a condition of its effectiveness, the amendment is not valid without that approval. The declaration may specify a smaller number only if all of the units are restricted exclusively to nonresidential.~~

(b) No action to challenge the validity of an amendment adopted by the association pursuant to this section may be brought more than one year after the amendment is recorded.

(c) Every amendment to the declaration must be recorded in every [county] in which any portion of the common interest community is located and is effective only upon recordation. An amendment, except an amendment pursuant to Section 2-112(a), must be indexed [in the grantee's index] in the name of the common interest community and the association and [in the grantor's index] in the name of the parties executing the amendment.

(d) Except to the extent expressly permitted or required by other provisions of this [act], no amendment may create or increase special declarant rights, increase the number of units, change the boundaries of any unit, or change the allocated interests of a unit, in the absence of unanimous consent of the unit owners.

(e) Amendments to the declaration required by ~~the~~ this [act] to be recorded by the association must be prepared, executed, recorded, and certified on behalf of the association by any officer of the association designated for that purpose or, in the absence of designation, by the president of the association.

(f) ~~By vote or agreement of unit owners of units to which at least 80 percent of the votes in the association are allocated, or any larger percentage specified in the declaration, an~~ An

amendment to the declaration may prohibit or materially restrict the permitted uses of or behavior in a unit or the number or other qualifications of persons who may occupy units only by vote or agreement of unit owners of units to which at least 80 percent of the votes in the association are allocated, unless the declaration specifies that a larger percentage of unit owners must vote or agree to that amendment or that such an amendment may be approved by unit owners of units having at least 80 percent of the votes of a specified group of units that would be affected by the amendment. ~~The~~ An amendment approved under this subsection must provide reasonable protection for a use or occupancy permitted at the time the amendment was adopted.

(g) The time limits specified in the declaration pursuant to Section 2-105(a)(8) ~~(Contents of the Declaration)~~ within which reserved development rights must be exercised may be extended, and additional development rights may be created, if persons entitled to cast at least 80 percent of the votes in the association, including 80 percent of the votes allocated to units not owned by the declarant, agree to that action. The agreement is effective 30 days after an amendment to the declaration reflecting the terms of the agreement is recorded unless all the persons holding the affected special declarant rights, or security interests in those rights, record a written objection within the 30-day period, in which case the amendment is void, or consent in writing at the time the amendment is recorded, in which case the amendment is effective when recorded.

(h) A provision in the declaration creating special declarant rights that have not expired may not be amended without the consent of the declarant.

(i) If any provision of this [act] or of the declaration requires the consent of a holder of a security interest in a unit as a condition to the effectiveness of an amendment to the declaration, that consent is deemed granted if a refusal to consent in a record is not received by the association within 60 days after the association delivers notice of the proposed amendment to the

holder at an address for notice provided by the holder or mails the notice to the holder by certified mail, return receipt requested, at that address. If the holder has not provided to the association an address for notice, the association shall provide notice to the address in the security interest of record. Notwithstanding this section, an amendment to the declaration that affects the priority of a holder's security interest or the ability of that holder to foreclose its security interest may not be adopted without that holder's consent in a record if the declaration requires that consent as a condition to the effectiveness of the amendment.

(j) If the declaration contains a provision requiring that amendments to the declaration may be adopted only by the vote or agreement of unit owners of units to which more than 80 percent of the votes in the association are allocated, the amendment is approved:

(1) if:

(A) unit owners of units to which at least 80 percent of the votes in the association are allocated vote for or agree to the proposed amendment;

(B) no unit owner votes against the proposed amendment; and

(C) notice of the proposed amendment is delivered to the unit owners holding the votes in the association which have not voted or agreed to the proposed amendment and no written objection to the proposed amendment is received by the association within 60 days after the association delivers notice; or

(2) unit owners of units to which at least 80 per cent of the votes in the association are allocated vote for or agree to the proposed amendment but at least one unit owner objects to the proposed amendment and, pursuant to an action brought by the association in [insert appropriate court] against all objecting unit owners, the court finds that the objecting unit owners do not have an interest, different in kind from the interests of the other unit owners, that the voting requirement of the declaration was intended to protect.

Comment

1. This section recognizes that the declaration, as the perpetual governing instrument for the common interest community, may be amended by various parties at various times in the life of the project. The basic rule, stated in subsection (a), is that the declaration, including the plats and plans, may only be amended by vote of 67% of the unit owners. The section permits a larger percentage to be required by the declaration, and also recognizes that, in an entirely non-residential common interest community, a smaller percentage might be appropriate.

In addition to that basic rule, subsection (a) lists the other instances where the declaration may be amended by the declarant alone without association approval, or by the association acting through its board.

The 2008 amendments to subsection (a) significantly ease the ability of the document drafter to vary the process for adoption of amendments to the declaration. Under prior law, all amendments to the declaration - other than the variety of "special" amendments exempted in the introductory clause - required a 67% unit owner vote unless a larger vote was required. This amendment permits the declaration to provide for any percentage unit owner vote - whether smaller or larger - and also allows the declaration to mandate different percentages of votes of different subjects.

Note that subsection (a) permits the amendment to be accomplished "by vote or agreement" of unit owners. The distinction between those two processes is clear, and the "agreement" permitted under Section 2-117(a) could be quite different than, for example, a ballot without a meeting, as permitted in Section 3-110(d). It is the practice in some jurisdictions, particularly in larger common interest communities, to circulate what amount to petitions asking unit owners to "sign off" on proposed amendments, or agreement forms with many counterparts, all of which are deemed to be part of a single agreement. These are useful procedures and would comprise valid forms of "agreement", so long as appropriate safeguards were in place to confirm the validity of the signatures on the "petition" or counterparts.

The 2008 amendment in (a) also allows the declaration to require "another person" to consent to the effectiveness of an amendment, and states that the amendment is not effective without such consent. This amendment reflects an expansion of the concept contained in subsection (i) that various interested parties - lenders, project sponsors, municipalities that might have underwritten a subsidized project - might seek to insure the continued vitality of a project by requiring continued involvement in the project through a compulsory document oversight.

In contrast, the provision is not intended to grant the declarant an indirect means of reserving a veto right over amendments that the declarant found objectionable following the mandated turnover of declarant control of the association in Section 3-103 (d), (e) and (f). Such an attempt to extend control of the project would plainly violate that statute, as well as a range of other provisions of the Act, including Sections 1-104, 1-112, 1-113 and 1-114.

At the same time, the declarant plainly has a legitimate interest in the continued validity of its reserve special declarant rights, and subsection (h) expressly prohibits amendment of any reserved special declarant right before its expiration without the declarant's consent.

2. Section 1-104 does not permit the declarant to use any device, such as powers of attorney executed by purchasers at closings, to circumvent subsection (d)'s requirement of unanimous consent. This section does not supplant any requirements of common law or of other statutes with respect to conveyancing if title to real property is to be affected.

3. Subsection (c) describes the mechanics by which amendments recorded by the association are filed, and resolves a number of matters often neglected by bylaws.

4. The 1994 revision to subsection (d) deletes the prohibition on amendments which restrict the uses of units. Before 1994, Section 2-105(a)(12) required that the declaration specify all restrictions on use, occupancy, and alienation of units. The deleted provision in subsection (d) created the anomaly that unanimous consent was required to amend a use restriction but a lesser number could amend restrictions on occupancy or alienation of a unit.

5. New subsection (f), also adopted in 1994, responds to the growing belief that restrictions on use and occupancy which unit owners would like to impose after the declaration is recorded ought to be adopted only by a super majority and only after providing protection for those whose use or occupancy will be affected by the amendment. For example, a community may seek to prohibit pets after a number of owners have purchased and occupied their units in reliance on the absence of such a restriction. Under this amendment, if the community votes to impose the limitation, it can do so only with the vote of a high percentage of owners and only on such conditions as reasonably protect the interests of existing pet owners. Whether the amendment "grandfathers" the right of the existing pet to remain or the right of the current owner to have a pet is not determined by the language of the subsection but will depend on the circumstances of each community and its owners.

The 2008 amendment to subsection (f) reflects the practical reality that, in large projects, requiring an 80% vote of all unit owners to change a use restriction in the community may be impossible to secure. For that reason, the amendment allows the declaration to designate the units that might be affected by a change in use amendment, and allows an 80% vote of only that group of units.

6. ~~New subsection~~ Subsection (g), adopted in 1994, addresses the possibility that development rights may be about to expire – and thus potentially halt completion of the project – at a time which neither the association nor the unit owners find desirable. This section allows extension of development rights, or creation of new rights, by a vote of the same percentage of unit owners as would be required to sell the common elements in the common interest community.

7. Subsections (i) and (j), adopted in 2008, are adapted from the Connecticut version of this Act, codified as C.G.S. § 47-237. A version of subsections (i) and (j) has proved extremely useful in that state. This draft expands the Connecticut statute by applying those provisions not only to communities created under UCIOA, but to pre-existing communities that now fall partially under the Act, since some of the most difficult mortgagee consent provisions can be found in the documents of older communities. These may arguably have made some sense in the earlier days of development when most unit mortgages were held by local financial institutions concerned that unit owners might routinely adopt irresponsible amendments, and when the lenders whose consent was required were often readily available. Now that most mortgages are

held by distant entities unable to respond to requests for needed amendments in a timely way, however, provisions requiring lender approval frequently hinder communities in their efforts to adopt necessary changes to their documents.

SECTION 2-118. TERMINATION OF COMMON INTEREST COMMUNITY.

(a) Except ~~in the case of~~ for a taking of all the units by eminent domain, ~~(Section 1-107)~~ or in the case of foreclosure against an entire cooperative of a security interest that has priority over the declaration, or in the circumstances described in Section 2-124, a common interest community may be terminated only by agreement of unit owners of units to which at least 80 percent of the votes in the association are allocated, or any larger percentage the declaration specifies, and with any other approvals required by the declaration. The declaration may specify a smaller percentage only if all of the units are restricted exclusively to nonresidential uses.

(b) An agreement to terminate must be evidenced by the execution of a termination agreement, or ratifications thereof, in the same manner as a deed, by the requisite number of unit owners. The termination agreement must specify a date after which the agreement ~~will be~~ is void unless it is recorded before that date. A termination agreement and all ratifications thereof must be recorded in every [county] in which a portion of the common interest community is situated and is effective only upon recordation.

(c) In the case of a condominium or planned community containing only units having horizontal boundaries described in the declaration, a termination agreement may provide that all of the common elements and units of the common interest community must be sold following termination. If, pursuant to the agreement, any real estate in the common interest community is to be sold following termination, the termination agreement must set forth the minimum terms of the sale.

(d) In the case of a condominium or planned community containing any units not having horizontal boundaries described in the declaration, a termination agreement may provide for sale

of the common elements, but it may not require that the units be sold following termination, unless the declaration as originally recorded provided otherwise or all the unit owners consent to the sale.

(e) The association, on behalf of the unit owners, may contract for the sale of real estate in a common interest community, but the contract is not binding on the unit owners until approved pursuant to subsections (a) and (b). If any real estate is to be sold following termination, title to that real estate, upon termination, vests in the association as trustee for the holders of all interests in the units. Thereafter, the association has all powers necessary and appropriate to effect the sale. Until the sale has been concluded and the proceeds thereof distributed, the association continues in existence with all powers it had before termination. Proceeds of the sale must be distributed to unit owners and lien holders as their interests may appear, in accordance with subsections (h), (i), and (j). Unless otherwise specified in the termination agreement, as long as the association holds title to the real estate, each unit owner and the unit owner's successors in interest have an exclusive right to occupancy of the portion of the real estate that formerly constituted the unit. During the period of that occupancy, each unit owner and the unit owner's successors in interest remain liable for all assessments and other obligations imposed on unit owners by this [act] or the declaration.

(f) In a condominium or planned community, if the real estate constituting the common interest community is not to be sold following termination, title to the common elements and, in a common interest community containing only units having horizontal boundaries described in the declaration, title to all the real estate in the common interest community, vests in the unit owners upon termination as tenants in common in proportion to their respective interests as provided in subsection (j), and liens on the units shift accordingly. While the tenancy in common exists, each unit owner and the unit owner's successors in interest have an exclusive

right to occupancy of the portion of the real estate that formerly constituted the unit.

(g) Following termination of the common interest community, the proceeds of ~~any~~ a sale of real estate, together with the assets of the association, are held by the association as trustee for unit owners and holders of liens on the units as their interests may appear.

(h) Following termination of a condominium or planned community, creditors of the association holding liens on the units, which were [recorded] [docketed] [insert other procedures required under state law to perfect a lien on real estate as a result of a judgment] before termination, may enforce those liens in the same manner as any lien holder. All other creditors of the association are to be treated as if they had perfected liens on the units immediately before termination.

(i) In a cooperative, the declaration may provide that all creditors of the association have priority over any interests of unit owners and creditors of unit owners. In that event, following termination, creditors of the association holding liens on the cooperative which were [recorded] [docketed] [insert other procedures required under state law to perfect a lien on real estate as a result of a judgment] before termination may enforce their liens in the same manner as any lien holder, and any other creditor of the association is to be treated as if ~~he~~ the creditor had perfected a lien against the cooperative immediately before termination. Unless the declaration provides that all creditors of the association have that priority:

(1) the lien of each creditor of the association which was perfected against the association before termination becomes, upon termination, a lien against each unit owner's interest in the unit as of the date the lien was perfected;

(2) any other creditor of the association is to be treated upon termination as if the creditor had perfected a lien against each unit owner's interest immediately before termination;

(3) the amount of the lien of an association's creditor described in paragraphs (1)

and (2) against each of the unit owners' interest must be proportionate to the ratio which each unit's common expense liability bears to the common expense liability of all of the units;

(4) the lien of each creditor of each unit owner which was perfected before termination continues as a lien against that unit owner's unit as of the date the lien was perfected; ~~and~~

(5) the assets of the association must be distributed to all unit owners and all lien holders as their interests may appear in the order described above; ~~and~~

(6) ~~Creditors~~ creditors of the association are not entitled to payment from any unit owner in excess of the amount of the creditor's lien against that unit owner's interest.

(j) The respective interests of unit owners referred to in subsections (e), (f), (g), (h), and (i) are as follows:

(1) Except as otherwise provided in paragraph (2), the respective interests of unit owners are the fair market values of their units, allocated interests, and any limited common elements immediately before the termination, as determined by one or more independent appraisers selected by the association. The decision of the independent appraisers must be distributed to the unit owners and becomes final unless disapproved within 30 days after distribution by unit owners of units to which 25 percent of the votes in the association are allocated. The proportion of any unit owner's interest to that of all unit owners is determined by dividing the fair market value of that unit owner's unit and its allocated interests by the total fair market values of all the units and their allocated interests.

(2) If any unit or any limited common element is destroyed to the extent that an appraisal of the fair market value thereof before destruction cannot be made, the interests of all unit owners are:

~~(i)~~(A) in a condominium, their respective common element interests

immediately before the termination;²

~~(ii)~~(B) in a cooperative, their respective ownership interests immediately before the termination;² and

~~(iii)~~(C) in a planned community, their respective common expense liabilities immediately before the termination.

(k) In a condominium or planned community, except as otherwise provided in subsection (l), foreclosure or enforcement of a lien or encumbrance against the entire common interest community does not terminate, of itself, the common interest community, and foreclosure or enforcement of a lien or encumbrance against a portion of the common interest community, other than withdrawable real estate, does not withdraw that portion from the common interest community. Foreclosure or enforcement of a lien or encumbrance against withdrawable real estate, or against common elements that have been subjected to a security interest by the association under Section 3-112, does not withdraw, of itself, that real estate from the common interest community, but the person taking title thereto may require from the association, upon request, an amendment excluding the real estate from the common interest community.

(l) In a condominium or planned community, if a lien or encumbrance against a portion of the real estate comprising the common interest community has priority over the declaration and the lien or encumbrance has not been partially released, the parties foreclosing the lien or encumbrance, upon foreclosure, may record an instrument excluding the real estate subject to that lien or encumbrance from the common interest community.

Comment

1. This section integrates the corresponding UCA, UPCA, and MRECA provisions governing termination of condominiums, planned communities, and cooperatives, respectively. This section continues the distinctions made by UCA, UPCA, and MRECA, for each type of common interest community. Each such distinction is discussed in the Comments to this section, below.

2. Historically, there were instances, particularly during the 1930's where cooperatives were terminated, often as a result of foreclosure following the association's failure to pay debt service. Those terminations created enormously complex problems for the cooperatives concerned. While few planned communities or condominiums have yet been terminated under present law, a number of problems are certain to arise upon termination which have not been adequately addressed by most of those statutes.

For all common interest communities, this Act seeks to deal comprehensively with the problems created by both voluntary and involuntary termination. These include such matters as the percentage of unit owners which should be required for termination; the time frame within which written consents from all unit owners must be secured; the manner in which common elements and units should be disposed of following termination, both in the case of sale and non-sale of all of the real estate; the circumstance under which sale of units may be imposed on dissenting owners; the powers held by the board of directors on behalf of the association to negotiate a sales agreement; the practical consequences to the project from the time the unit owners approve the termination until the transfer of title and occupancy actually occurs; the impact of termination on liens on the units and common elements; distribution of sales proceeds; the effect of foreclosure or enforcement of liens against the entire common interest community with respect to the validity of the project; and other matters.

3. Recognizing that unanimous consent from all unit owners would be impossible to secure as a practical matter in a project of any size, and recognizing as well that a vote of the stockholders of a corporation under state corporate law may not adequately protect the interests of the minority, subsection (a) states a general rule that 80% of the votes in the association are required for termination of a project. The declaration may require a larger percentage of the votes and in a non-residential project, it may also permit a smaller percentage. Pursuant to Section 2-119 (Rights of Secured Lenders), lenders may require that the declaration specify a larger percentage of unit owner consent or, more typically, require the consent of a percentage of the lenders before the project may be terminated.

4. As a result of subsection (a) unless the declaration requires unanimous consent for termination, the declarant may be able to terminate the common interest community despite the unanimous opposition of other unit owners if the declarant owns units to which the requisite number of votes are allocated. Such a result might occur, for example, should a declarant be unable to continue sales in a project where some sales have been made. However, in such a case, other unit owners may have rights against the declarant under other law of the State, including the law of equity and contract.

5. Subsection (b) describes the procedure for execution of the termination agreement. It recognizes that not all unit owners will be able to execute the same instrument, and permits execution or ratification of the master termination agreement. Since the transfer of an interest in real estate is being accomplished by the agreements, each of the ratifications must be executed in the same manner as a deed. Importantly, the agreement must specify the time within which it will be effective; otherwise, the project might be indefinitely in "limbo" if ratifications had been signed by some, but not all, required unit owners, and the signing unit owners fail to revoke their agreements. The agreement becomes effective only when it is recorded.

6. Subsections (c) and (d) deal with the question of when all the real estate in a planned

community or condominium, or the common elements, may be sold without unanimous consent of the unit owners. The sections reach a different result based on the physical configuration of the project.

Subsection (c) states that if a planned community or condominium contains only units having horizontal boundaries – a typical high rise building – the unit owners may be required to sell their units upon termination despite objection. Under subsection (d), however, if the project contains any units which do not have horizontal boundaries then the termination agreement may not force dissenting unit owners to sell their units unless the declaration as originally recorded provides otherwise. The reason for the rule stated in subsection (d) is that owners of units not having horizontal boundaries – single family homes, for example – may wish to terminate the common interest community regime and sell the real estate which they supported with their common charges, but continue to own the homes which they occupy.

Obviously, if all the unit owners consent to the sale of the units, sale of the entire development would be possible.

7. Subsection (e) describes the powers of the association during the pendency of the termination proceedings. It empowers the association to negotiate for the sale, but makes the validity of any contract dependent on the unit owner approval. This subsection also makes clear that, upon termination, title to the real estate shall be held by the association, so that the association may convey title without the necessity of each unit owner signing the deed. Finally, this subsection makes clear that, until the association delivers title to the property, the project will continue to operate as it had prior to the termination, thus insuring that the practical necessities of operation of the real estate regime will not be impaired.

8. Subsection (f) contemplates the possibility that a planned community or condominium might be terminated but the real estate not sold.

Subsections (b) and (g), the parallel provisions to Section 2-117(b) and (d) of MRECA, contemplate the same possibility in the case of cooperatives. Termination without sale is not likely to be the usual case, but might occur if the unit owners plan conversion to another form of common interest community, for example, conversion from a cooperative to a condominium. In the case of a cooperative, title to the real estate upon termination would remain in the name of the association as trustee for the unit owners; *see* subsection (g). In a condominium or planned community, title to the common elements following termination vests in the unit owners as tenants in common if that real estate is not to be sold; *see* subsection (f), but until a sale occurs vests in the association if the real estate is to be sold; *see* subsection (e). In the case of a condominium or planned community which contains only units with horizontal boundaries, these title rules also apply to all the units. (*See* subsection (f).) In the remaining case, *i.e.*, the case where there are some units with horizontal boundaries and some without horizontal boundaries, the Act provides, in subsection (f), that unit owners become tenants in common of the common elements, but continue to hold individual titles to their units. Therefore, in a condominium or planned community with units located in both a high rise building and in single story structures, the unit owners in the high rise building will hold individual title to their unit upon termination, and either the declaration or the termination agreement should address the needs for easements of support and access for the high rise units over the real estate which all the unit owners will own as tenants in common. Undoubtedly, the unit owners will immediately reconstitute

themselves as some form of common interest community.

Since, after termination of a cooperative title to the real estate remains in the association, it could record a new declaration corresponding to the new form of common interest community adopted, convey the units to the former unit holders, and then itself continue as the new common interest community's association.

9. Subsections (g), (h), and (i) deal with the very complex calculations and priorities which might result upon termination of a common interest community. Those questions involve competing claims of first mortgage holders on individual units, other secured and unsecured creditors of individual unit owners, judgment creditors of the association, creditors of the association to whom a security interest in the common elements has been granted and unsecured creditors of the association.

Those subsections accord different treatment to these issues, depending upon the type of common interest community involved. The separate approaches continue the distinctive treatment which condominiums, planned communities and cooperatives have received under UCA, UPCA, and MRECA, respectively. Each approach will be discussed and demonstrated in the Comments below.

Termination of Condominiums and Planned Communities

10. Subsection (h) establishes general rules with respect to competing claims, but leaves to state law the resolution of the priorities of those competing claims.

The examples which follow illustrate the relative effects of several provisions set out in the Act, based on application of an assumed state lien priority rule of "first in time, first in right." In those instances, particularly involving mechanics' liens, where state law often establishes priorities at variance with that rule, that result is also indicated.

Example 1:

Hypothetical for Examples 1A-1H: A planned community consists of five detached single family homes on five individually owned lots, together with a sixth lot which is undeveloped but intended for future construction of a swimming pool serving all units. The development is served by a private road. Lot 6 and the private road are common elements owned by the association.

The declaration provides that the Act applies to this development (which would otherwise be exempt as a "small" planned community under Section 1-203). The documents also provide that: (1) upon termination, all units and the common elements must be sold; (2) the association is permitted to encumber Lot 6, and to grant a security interest in that lot for any purpose; and (3) votes and common expense liabilities are allocated equally among the units. For purposes of the example, we have assumed that the documents do not require the consent of first mortgage holders before the unit owners may vote to terminate.

The five units were originally sold at equal prices of \$50,000. Common expenses

in the project are \$100 per unit, per month, and are used for a variety of purposes, including insurance and upkeep of the units and common elements. At the time the units were conveyed, each of them was released from all liens affecting the planned community which were senior to the declaration, and the common elements were deeded to the association free of all liens.

A shopping center developer has offered \$380,000 for the purchase of the entire planned community. The association's members unanimously vote in favor of termination, and otherwise comply with Section 2-118. The appraisal required by Section 2-118(j) shows that the units are still of equal value.

Example 1A: At the time of termination, the five units were financed as follows:

- Unit 1: The owner's first mortgage had an unpaid balance of \$50,000.
- Unit 2: The owner's first mortgage had an unpaid balance of \$40,000.
- Unit 3: The owner's first mortgage had an unpaid balance of \$25,000.
- Units 4 and 5: The owners paid cash, and there is no mortgage on either unit.

In addition, all common expenses had been paid when due. The other assets of the association, including reserves, bank account, and all other personal property, total \$20,000.

Under the Act (Section 2-118(g)), the association, following sale, holds the proceeds of sale together with the assets of the association, "as trustee for unit owners and holders of liens on the units as their interests may appear." In these circumstances, the interests of each party in the total value of \$400,000 would be as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due 1st Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Owners	30,000	40,000	55,000	80,000	80,000

Example 1B: The facts stated in Example 1A remain true. However, at termination, Unit 1 has failed to pay its common expenses for 12 months. In these circumstances, the interests of each party would be as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due Association (Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-

Due 1st					
Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Association					
(Not Priming					
1st Mortgage)	600	-0-	-0-	-0-	-0-
Due Owners	28,000	40,000	55,000	80,000	80,000

In this example, both the lenders and the association are fully paid because the sales proceeds exceed the liens on the units. Note, however, that six months of the unpaid assessments prime the first mortgage pursuant to Section 3-116(b). Thus, if the sales proceeds had been only \$50,000 per unit, rather than \$80,000, the results with respect to Unit 1 would have been as follows:

Sales Proceeds	\$50,000
6-Month Assessment Due Association	600
Balance	\$49,400
Paid to 1st Mortgage Holder	\$49,400
Loss to 1st Mortgage Lender	(600)
Loss to Association	(600)

Of course, the association has, and the lender may have, a claim against the unit owner, personally, for the unpaid sums due them. Importantly, however, neither the other unit owners nor their units are subject to any liability for those claims.

Because the lien of the first mortgage holder, at termination or foreclosure, is junior to the first six months of unpaid assessments due the association, lenders may protect themselves under the Act by requiring the escrow of six months' common expense assessments, as they often do for real property taxes.

Example 1C: The facts stated in Example 1B remain true. However, after all the units were initially sold, but before termination, 80% of the unit owners agree to build a swimming pool on Lot 6. The association contracts with XYZ Pool Company to build the pool for \$100,000. XYZ does not take a security interest in the common elements, as it might have done under Section 3-112; and does not act to perfect any available mechanics' lien under state law. The pool is properly completed. When the association fails to pay, XYZ sues the association, secures a judgment, and properly perfects its judgment pursuant to Section 3-111 (Tort and Contract Liability). As provided in Section 3-111, liens resulting from judgments against the association are governed by Section 3-117. At the time of termination, XYZ has not been paid, and its claim amounts to \$100,000.

Section 3-117(a) provides that a "judgment for money against the association," if perfected as a lien on real property under state law, "is a lien in favor of the judgment lienholder against all of the units." However, the last sentence also provides that the judgment is not a lien on the common elements. Accordingly, XYZ holds a \$20,000 lien on each of the units as of the date the lien is perfected. In these circumstances, the interests of the parties are as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due Association (Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due 1st Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Association (Not Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due XYZ	20,000	20,000	20,000	20,000	20,000
Due Owners	8,800	20,000	35,000	60,000	60,000

Example 1D: All facts stated in Example 1C remain true, except that XYZ Pool Company, at the time it contracts to build the pool, takes a security interest in Lot 6, pursuant to Section 3-112, and that security interest includes a release of that real estate, upon default, from all restrictions imposed on the real estate by the declaration. At termination, XYZ has not instituted any action against the association to enforce its claim.

In these circumstances, XYZ, as a secured creditor with respect to Lot 6, holds an interest superior to the declaration, and would have the right to exclude that real estate from the project. Any sale of the entire planned community would be subject to the superior interest of XYZ. For that reason, in the normal circumstances, the association would not be able to secure a release of that lien unless XYZ were paid in full from the proceeds of the sale, which would have the effect of reducing the value of the sale to \$280,000. Note that this has the economic effect of placing the XYZ claim, at termination, ahead of prior first mortgages. For this reason, first mortgage holders will typically require their consent before common elements may be subjected to a lien.

Example 1E: The facts stated in Example 1C remain true so that XYZ holds only a perfected judgment lien, not a security interest in the common elements.

After the XYZ lien was perfected, a \$50,000 uninsured judgment is entered against the owner of Unit 4, resulting from his personal business. The lien is perfected, and rests only against Unit 4. In these circumstances, the interests of the parties are as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due Association (Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-

Due 1st Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Association (Not Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due XYZ	20,000	20,000	20,000	20,000	20,000
Personal Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
Due Owners	8,800	20,000	35,000	10,000	60,000

Example 1F: The facts stated in Example 1E remain true. After the swimming pool is built, a neighbor's child falls into the untended and unfenced pool, and is injured. The child sues the association. One month after the personal judgment against Unit 4 is perfected, the child secures a judgment against the association for \$100,000 more than the association's insurance. Under state law, the tort judgment, when perfected, constitutes a lien only from the date judgment is entered, and does not enjoy a higher priority. In these circumstances, the interests of the parties are as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due Association (Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due 1st Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Association (Not Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due XYZ	20,000	20,000	20,000	20,000	20,000
Personal Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
Tort Lien	8,800	20,000	20,000	10,000	20,000
Due Owners	-0-	-0-	15,000	-0-	40,000

Note that the child's lien realizes only \$78,800; the estate is not entitled to participate in the proceeds available to Units 3 and 5 to satisfy the unmet claims against Units 1 and 4, because those units are liable only for their pro rata share of the claim, which is the same amount any of those units would have had to pay prior to termination in order to secure a partial release. Thus, if Unit 5, prior to termination, had secured a partial release for \$20,000 from the estate, the result would be the same.

Note also that the value of the common elements is not segregated from the values of the units, since the sales' values of the units reflect all of the value of the real estate. Similarly,

note that, after termination, the tort claimant is not entitled to reach or segregate the personal property of the corporation, valued before termination at \$20,000, even though he could have reached the bank account or other assets prior to termination. Any other rule would create enormous complexity, would impose arbitrary losses on creditors out of priority, and would tend to shift economic losses to unit owners who had paid their share of claims.

Example 1G: The facts stated in Example 1F remain true. After the Unit 4 personal lien is perfected, but, one week before the tort judgment against the association is perfected, P Paving Company begins repaving the private road. Work is completed one week after the tort judgment is perfected. The association fails to pay P \$50,000 upon completion as agreed, and P immediately records its mechanics' lien. Under state law, a mechanics' lien, if recorded within 60 days of the time work is completed, holds priority as of the day work began. State law does not, however, grant the mechanics' lien priority over any liens perfected before work began. P Paving sues on its lien, and secures a judgment. In these circumstances, the interests of the parties are as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Due Association (Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
Due 1st Mortgage Holders	50,000	40,000	25,000	-0-	-0-
Due Association (Not Priming 1st Mortgage)	600	-0-	-0-	-0-	-0-
XYZ Pool Lien	20,000	20,000	20,000	20,000	20,000
Personal Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
P Paving Lien	8,800	10,000	10,000	10,000	10,000
Tort Lien	-0-	10,000	20,000	-0-	20,000
Due Owners	-0-	-0-	5,000	-0-	30,000

Note that, just as in the case of the tort lien, when Unit 1 could not contribute its share of the mechanics' lien, the remaining units are not liable for the balance.

In the example, the common expense lien arises before the P Paving lien had arisen. If the common expense lien arose after the P Paving lien, we would be faced with circular liens, where: (a) the P Paving lien would prime the common expense lien; (b) six months of the common expense lien would prime the mortgage; and (c) the mortgage would prime the P Paving lien. Such circular lien problems, however, are not unique in the law.

Example 1H: The facts stated in example 1G remain true. Assume Unit 5, before termination, paid its pro rata share of both the P Paving lien and the tort lien. This reduces

the P Paving lien to \$40,000, and the tort lien to \$80,000. Under Section 3-117, this entitles Unit 5 to a partial release of both claims, and neither P Paving nor the child has a further claim against Unit 5. The interests of the parties are as follows:

UNIT #	1	2	3	4	5
Share of Proceeds	80,000	80,000	80,000	80,000	80,000
Common Expense Lien	600	-0-	-0-	-0-	-0-
First Mortgage Liens	50,000	40,000	25,000	-0-	-0-
Common Expense Lien	600	-0-	-0-	-0-	-0-
XYZ Pool Lien	20,000	20,000	20,000	20,000	-0-
Personal Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
P Paving Lien	8,800	10,000	10,000	10,000	-0-
Tort Lien	-0-	10,000	20,000	-0-	-0-
Due Owners	-0-	-0-	5,000	-0-	80,000

All the results stated above would be the same as to a condominium.

Example 2: The facts stated in example 1G remain true. Assume, however, that, at the outset, Unit 5 was twice as large as the others, sold for \$100,000, or twice as much as the others, and twice the common expense liability was allocated to it. At termination, it remains twice as valuable. In those circumstances, the results on sale are as follows:

UNIT #	1	2	3	4	5
Sale Proceeds	66,666	66,666	66,666	66,666	133,332
Common Expense Lien	600	-0-	-0-	-0-	-0-
First Mortgage Lien	50,000	40,000	25,000	-0-	-0-
Common Expense Lien	600	-0-	-0-	-0-	-0-
XYZ Pool Lien	15,466	16,666	16,666	16,666	33,333
Personal Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
P Paving Lien	-0-	10,000	13,333	-0-	26,666
Tort Lien	-0-	1,667	16,666	-0-	33,333
Due Owners	-0-	-0-	-0-	-0-	50,000

Note that **all** the liens are allocated in accordance with each unit's common expense

liability, since no special provision was made for allocating the costs of the pool, the paving, or the tort claim. Unit 5 probably did not contemplate the size of its exposure; nevertheless, fewer dollars were available to creditors upon termination than in Example 1G.

Example 3: The facts stated in Example 1G remain true, including the fact that Unit 5 was originally sold at the same price (\$50,000) as the remaining units. Upon appraisal, however, assume that, because of improvements, Unit 5 is now worth \$75,000. Three other units have remained at \$50,000, while Unit 1 was neglected, and is now worth only \$40,000. Common expense liabilities never changed. In this example, the total value of the units is now \$265,000. Since sales proceeds are distributed in accordance with fair market values, the following distribution of proceeds would apply:

Unit 1:	(15.09433%)	\$ 60,377
Unit 2:	(18.86793%)	\$ 75,472
Unit 3:	(18.86793%)	\$ 75,472
Unit 4:	(18.86793%)	\$ 75,472
Unit 5:	(28.30188%)	\$113,207
	100.00000%	\$400,000

UNIT #	1	2	3	4	5
Sales					
Proceeds	60,377	75,472	75,472	75,472	113,207
Common					
Expense Lien	600	-0-	-0-	-0-	-0-
First					
Mortgage Lien	50,000	40,000	25,000	-0-	-0-
Common					
Expense Lien	600	-0-	-0-	-0-	-0-
XYZ Pool Lien	9,177	20,000	20,000	20,000	20,000
Personal					
Lien, Unit 4	-0-	-0-	-0-	50,000	-0-
P Paving Lien	-0-	10,000	10,000	5,472	10,000
Tort Lien	-0-	5,472	20,000	-0-	20,000
Due Owners	-0-	-0-	472	-0-	63,207

In this example, the equal distribution of common expense liability coupled with the “fair value” distribution of sales proceeds create the greatest losses for the creditors of the association.

11. Subsection (j)(2) is an exception to the “fair market value” rule. It provides that, if appraisal of any condominium unit cannot be made, either through pictures or comparison with other units, so that any unit’s appropriate share in the overall proceeds cannot be calculated, then the distribution will fall back on the only objective, albeit artificial, standard available, which is the common element interest allocated to each unit.

12. Foreclosure of a mortgage or other lien or encumbrance does not automatically terminate the condominium or planned community, but, if a mortgagee or other lienholder (or any other party) acquires units with a sufficient number of votes, that party can cause the condominium or planned community to be terminated pursuant to subsection (a) of this section.

13. A mortgage or deed of trust on a unit may provide for the lien to shift, upon termination, to become a lien on what will then be the borrower's undivided interest in the whole property. However, such a shift would be deemed to occur even in the absence of express language, pursuant to subsection (f).

Termination of Cooperatives

14. Subsection (i) deals with the very complex calculations and priorities which might result upon termination of a cooperative, in light of the possibility that the association itself might have its own secured creditors, while unit owners and their creditors would seek to enforce their own claims against the proceeds of sale. The Act recognizes, in considering this issue, that there are two competing interests to be resolved. On the one hand, cooperative developers and lenders have traditionally financed cooperatives through loans to the cooperative association secured by one or more blanket mortgages on the cooperative's real estate. Any uniform proposal to reduce the priorities of some or all such mortgages in favor of creditors secured only by interests in some of the units would have a negative effect on that traditional form of financing.

At the same time, it has become increasingly evident that the frequent inability of unit owners to readily resell their units may be traced in part to the reluctance of spot lenders to place mortgages on individual units which may always be subordinate to the claims of the association's secured creditors, even when those associations creditors obtain their security interest at a date later than the date of the spot loan. As a result, the Conference was urged to draft the Act in a manner which would enhance the financing of individual units.

This section became the focal point for much of that debate. In resolving it, the Act takes a middle approach, by providing the declarant an election among priority systems.

Subsection (i) permits the declarant to include in the declaration a provision that all the association's creditors, upon termination, will have priority over all the interests of unit owners and their creditors. If the declaration does so provide, the association's creditors would enforce their liens in their normal priority, while unsecured creditors of the association would be treated as if they had perfected their liens immediately prior to termination. Only when all of the association's creditors had been satisfied would the unit owners and their creditors be entitled to participate in the proceeds of sale. Such a result, while significantly different from the result flowing under UCA or UPCA, is a recognition of the fundamental differences between the financing of condominiums and cooperatives. Such a provision would likely maximize the ability of the cooperative to secure initial and subsequent blanket financing, while tending to discourage spot loans for units. Alternatively, subsection (i) contemplates that the declarant may wish to enhance the financeability of units while insuring that the initial blanket financing of a cooperative will not be jeopardized. Accordingly, it provides that, in the absence of a provision in the declaration which grants senior priority to the association's creditors, the liens of all creditors with an interest in the cooperative's property would be fractionalized upon termination,

and would constitute a lien against each unit proportionate to that unit's common expense liability. No lien would lie against the cooperative's real estate as a whole, but a senior blanket mortgage, for example, would constitute a first lien against every unit in proportion to the common expense liabilities of the various units.

15. In the case of fractionalized liens, a particularly complex series of creditors' rights questions arise upon termination. Those questions involve competing claims of holders of first security interests on individual units, the secured and unsecured creditors of individual unit owners, as well as blanket mortgagees and judgment creditors of the association. The second part of subsection (i) attempts to establish general rules with respect to these competing claims, but leaves to state law the resolution of the priorities of those claims. In considering his problem, in the analogous context of condominiums and planned communities, which mandate fractionalized liens upon termination, Comment 10 above includes examples of how these competing claims might be resolved. If all creditors of the association have priority over all creditors of unit owners, of course, the examples set out in Comment 10 have to be adjusted appropriately.

Other Provisions

16. Subsection (j) describes the method by which the interests of proprietary lessees are to be calculated, and adopts an appraisal procedure for allocation of the sales proceeds in all three forms of ownership.

It departs significantly from the usual result under most condominium acts. Under those acts the proceeds of the sale of the entire project are distributed upon termination to each unit owner in accordance with the common element interest which was allocated at the outset of the project. Of course, in an older development, those original allocations will bear little resemblance to the actual value of the units. For that reason, the Act adopts an appraisal procedure for distribution of the sales proceeds. As suggested in the examples on the distribution of proceeds, this appraisal may dramatically affect the amount of dollars actually received by unit owners. Accordingly, it is likely the appraisal will be required to be distributed prior to the time the termination agreement is approved, so that unit owners may understand the likely financial consequences of the termination. If an initial appraisal made pursuant to subsection (j) were rejected by vote of the unit owners, the association would be obligated to secure a new appraisal.

17. With respect to the association's role as trustee under subsection (g), *see* Section 3-119.

18. "Foreclosure" in subsection (k) includes deeds in lieu of foreclosure, and "liens" includes tax and other liens on real estate which may be converted or withdrawn from the project.

19. The termination agreement should adopt or contain any restrictions, covenants, and other provisions for the governance and operation of the property formerly constituting the common interest community which the owners deem appropriate. These might closely parallel the provisions of the declaration and bylaws. This is particularly important in the case of a common interest community which is not to be sold pursuant to the terms of the termination

agreement. In the absence of such provisions, the general law of the State governing tenancies in common would apply.

20. Subsection (l) recognizes the possibility that a pre-existing lien might not have been released prior to the time the condominium or planned community declaration was recorded. Recordation of the declaration should not constitute a changing of the priority of those liens; and it is contrary to all expectations that a prior lienholder may be involuntarily subjected to the condominium or planned community documents. For that reason, this section permits the non-consenting prior lienholder upon foreclosure to exclude the real estate subject to his lien from the condominium or planned community.

21. The 1994 amendment to subsection (k) clarifies the effect of foreclosure of a security interest in common elements which the association may have granted under Section 3-112.

SECTION 2-119. RIGHTS OF SECURED LENDERS.

(a) The declaration may require that all or a specified number or percentage of the lenders who hold security interests encumbering the units or who have extended credit to the association approve specified actions of the unit owners or the association as a condition to the effectiveness of those actions, but no requirement for approval may operate to (i) deny or delegate control over the general administrative affairs of the association by the unit owners or the executive board, or (ii) prevent the association or the executive board from commencing, intervening in, or settling any litigation or proceeding, or (iii) prevent any insurance trustee or the association from receiving and distributing any insurance proceeds except pursuant to Section 3-113.

(b) A lender who has extended credit to an association secured by an assignment of income (Section 3-102(14)) or an encumbrance on the common elements (Section 3-112) may enforce its security agreement in accordance with its terms, subject to the requirements of this [act] and other law. Requirements that the association must deposit its periodic common charges before default with the lender to which the association's income has been assigned, or increase its common charges at the lender's direction by amounts reasonably necessary to amortize the loan in accordance with its terms, do not violate the prohibitions on lender approval contained in

subsection (a).

Comment

1. In a number of instances, particularly sale or encumbrances of common elements, or termination of a planned community, a lender's security may be dramatically affected by acts of the association. For that reason this section permits the declaration to provide that lender ratification of specified actions of the association is a condition of their effectiveness.

2. There are three important limitations on the rights of lender consent. They are: (1) a prohibition on control over the general administrative affairs of the association; (2) restrictions on control over the association's powers during litigation or other proceedings; and (3) prohibition of receipt or distribution of insurance proceeds prior to application of those proceeds for rebuilding.

3. It is important that lenders not be able to step in and unilaterally act as receiver or trustee of the association. There may, of course, be occasions when a court of competent jurisdiction would order appointment of a receiver for an association. While this would be possible in a court proceeding, the Act prohibits private contractual granting of such a power.

4. Since it may well be that the association might find itself involved in litigation which would be adverse to the interests of the lender or the declarant, it is inappropriate for a secured party to be able to control the course of litigation in the absence of the consent of the other parties. In an appropriate case, of course, where the lenders' interests are affected, a lender might seek to intervene as a party.

5. Section 3-113 specifies the distribution of insurance proceeds. In particular, it prevents distribution of those proceeds to lenders until the intended purpose of the insurance has been met. For that reason, under this section the declaration may not provide the lender a right to receive insurance proceeds in any manner except the manner provided in Section 3-113.

6. In addition to the provisions of the declaration, the provisions of individual deeds to units may require that unit owner to secure his lender's consent before taking particular actions.

7. The delegation of consent powers to the lenders may, of course, be limited to particular kinds or classes of lenders – such as holders of first security interests – and may also establish eligibility criteria. Such criteria may include, for example, notice requirements. It is possible, for example, to require that only those lenders who notify the association may have consent powers, or be for a specified period of time – say, during the period of declarant control.

8. The 1994 changes in subsections (a) and (b) are designed to resolve issues which lenders to associations have raised regarding their authority to require approval of association activities as conditions of the effectiveness of those actions, and to include otherwise standard lending requirements in their loan documents.

SECTION 2-120. MASTER ASSOCIATIONS.

(a) If the declaration provides that any of the powers described in Section 3-102 are to be

exercised by or may be delegated to a profit or nonprofit corporation [or unincorporated association] that exercises those or other powers on behalf of one or more common interest communities or for the benefit of the unit owners of one or more common interest communities, all provisions of this [act] applicable to unit owners' associations apply to any such corporation [or unincorporated association], except as modified by this section.

(b) Unless it is acting in the capacity of an association described in Section 3-101, a master association may exercise the powers set forth in Section 3-102(a)(2) only to the extent expressly permitted in the declarations of common interest communities which are part of the master association or expressly described in the delegations of power from those common interest communities to the master association.

(c) If the declaration of any common interest community provides that the executive board may delegate certain powers to a master association, the members of the executive board have no liability for the acts or omissions of the master association with respect to those powers following delegation.

(d) The rights and responsibilities of unit owners with respect to the unit owners' association set forth in Sections 3-103, 3-108, 3-109, 3-110, and 3-112 apply in the conduct of the affairs of a master association only to persons who elect the board of a master association, whether or not those persons are otherwise unit owners within the meaning of this [act].

(e) Even if a master association is also an association described in Section 3-101, the certificate of incorporation or other instrument creating the master association and the declaration of each common interest community, the powers of which are assigned by the declaration or delegated to the master association, may provide that the executive board of the master association must be elected after the period of declarant control in any of the following ways:

(1) All unit owners of all common interest communities subject to the master association may elect all members of the master association's executive board.

(2) All members of the executive boards of all common interest communities subject to the master association may elect all members of the master association's executive board.

(3) All unit owners of each common interest community subject to the master association may elect specified members of the master association's executive board.

(4) All members of the executive board of each common interest community subject to the master association may elect specified members of the master association's executive board.

Comment

1. This section adopts the approach uniformly adopted by UCA, UPCA, and MRECA.

2. It is common in large or multi-phased condominiums or planned communities, particularly those developed under existing laws, for the declarant to create a master or umbrella association which provides management services or decision-making functions for a series of smaller projects. While it is expected that this phenomenon will be less necessary under this Act because of the permissible period of time for declarant control over the project, it is nonetheless possible in larger developments that this form of management will continue.

3. Subsection (a) states the general rule that the powers of a unit owners' association may only be exercised by, or delegated to, a master association if the declaration for the common interest community permits that result. The declaration may have originally provided for a master association; alternatively, the unit owners of several common interest communities may amend their declarations in similar fashion to provide for this power. Subsection (a) makes it clear that, if any of the powers of the unit owners' association may be exercised by, or delegated to, a master association, all other provisions of this Act, which apply to a unit owners' association apply to that master association except as modified by this section. Accordingly, provisions on notice, voting, quorums, records, meetings, and other matters which apply to the unit owners' association would apply with equal validity to such a master association.

4. Subsection (b) limits the ability of a master association to exercise the powers of the unit owners' association, except in those cases where the master association is actually acting as the only association for one or more common interest communities. In those cases where it is not so acting, however, the only powers of the unit owners' association which the master association may exercise are the ones expressly permitted in the declaration or in the delegation of power. This is in significant contrast with the rule of Section 3-102 that all of the powers

described in that section may be exercised unless limited by the declaration.

5. Subsection (c) clarifies the liability of the members of the executive board of a unit owners' association when the common interest community for which the unit owners' association acts has delegated some of its powers to a master association. In that instance, subsection (c) makes it clear that the members of the executive board of the unit owners' association have no liability for acts and omissions of the master association board; under subsection (a), that liability lies with the members of the master association.

6. Subsection (d) addresses the question of the rights and responsibilities of the unit owners in their dealings with the master board. A variety of sections enumerated in subsection (d) provide certain rights and powers to unit owners in their dealings with their association. In the affairs of the master association, however, it would be incongruous for the unit owners to maintain those same rights if those unit owners were not in fact electing the master board. Thus, for example, the question of election of directors, meetings, notice of meetings, quorums, and other matters enumerated in those sections would have little meaning if those sections were read literally when applied to a master board which was not elected by all members of the common interest community subject to the master board. For that reason, the rights of notice, voting, and other rights enumerated in the Act are available only to the persons who actually elect the board.

7. Subsection (e) recognizes that there may be reasons for a representative form of election of directors of the master association. Alternatively, there may be cases where at-large election is reasonable. For that reason, subsection (e) provides that, after the period of declarant control has terminated, there may be four ways of electing the master association board. Those four ways are: (1) at-large election of the master board among all the common interest communities subject to the master association, (2) at-large election of the master board only among the members of the executive boards of all common interest communities subject to the master association, (3) each common interest community might have designated positions on the master board, and those spaces could be filled by an at-large election among all the members of each common interest community, or (4) the designated positions could be filled by an election only among the members of the executive board of the unit owners' association for each common interest community. It would only be in the case of an at-large election of the master board among all common interest communities that subsection (d) would have no relevance.

SECTION 2-121. MERGER OR CONSOLIDATION OF COMMON INTEREST COMMUNITIES.

(a) Any two or more common interest communities of the same form of ownership, by agreement of the unit owners as provided in subsection (b), may be merged or consolidated into a single common interest community. In the event of a merger or consolidation, unless the agreement otherwise provides, the resultant common interest community is the legal successor, for all purposes, of all of the pre-existing common interest communities, and the operations and

activities of all associations of the pre-existing common interest communities are merged or consolidated into a single association that holds all powers, rights, obligations, assets, and liabilities of all pre-existing associations.

(b) An agreement of two or more common interest communities to merge or consolidate pursuant to subsection (a) must be evidenced by an agreement prepared, executed, recorded, and certified by the president of the association of each of the pre-existing common interest communities following approval by owners of units to which are allocated the percentage of votes in each common interest community required to terminate that common interest community. The agreement must be recorded in every [county] in which a portion of the common interest community is located and is not effective until recorded.

(c) Every merger or consolidation agreement must provide for the reallocation of the allocated interests in the new association among the units of the resultant common interest community either (i) by stating the reallocations or the formulas upon which they are based or (ii) by stating the percentage of overall allocated interests of the new common interest community which are allocated to all of the units comprising each of the pre-existing common interest communities, and providing that the portion of the percentages allocated to each unit formerly comprising a part of the pre-existing common interest community must be equal to the percentages of allocated interests allocated to that unit by the declaration of the pre-existing common interest community.

Comment

1. There may be circumstances where common interest communities may wish to merge or consolidate their activities by the creation of a single common interest community; this section provides for that possibility.

Subsection (a) makes it clear that a merger or consolidation may occur by the same vote of the unit owners necessary to terminate the common interest community. If two or more common interest communities are merged or consolidated, the resulting common interest community is for all purposes the legal successor of the pre-existing common interest

community, with a single association for all purposes. In the event common interest communities did not wish to completely merge or consolidate their affairs, it would also be possible for them to create a master association pursuant to Section 2-120.

2. Under subsection (b), the merger or consolidation agreement is treated for recording purposes as an amendment to the declaration, and the same requirements for approval are mandated as for termination.

3. Subsection (c) does not state a minimum requirement for the contents of a merger or consolidation agreement, and any additional clauses not inconsistent with subsection (c) may be included. The important point that subsection (c) makes is that the reallocation of the allocated interests must be carefully stated.

Subsection (c) states two alternative rules in this respect. First, the reallocations may be accomplished by stating specifically the allocation of allocated interests to each unit, or by stating the formulas by which those interests may be allocated to each unit in all of the pre-existing common interest communities. Alternatively, the merger or consolidation agreement may state the percentage of overall allocated interests allocated to “all of the units comprising each of the pre-existing common interest communities.” The agreement might then also provide that the position of the percentage allocated to each unit from along the shares allocated to each common interests community will be equal to the percentage of allocated interests allocated to that unit by the declaration of the pre-existing common interest community. An example of how this alternative formulation would operate may be useful.

Example: Assume that two adjoining planned communities wish to merge their activities into one planned community. Assume that the first planned community consists of 10 one-bedroom units, with an annual budget of \$10,000. Assume further that each of the units, being identical, has an equal common expense liability of 10% and one vote per unit.

The second planned community consists of 40 units, with 20 two-bedroom units and 20 three-bedroom units. The budget of the second planned community consists of \$70,000 per year. Each of the two-bedroom units has been allocated a 2% common expense liability, while each of the three-bedroom units has been allocated a 3% common expense liability. Finally, each of the units in the second planned community also has an equal vote.

There is no provision in the Act which mandates a particular allocation among planned communities one and two as to either common expense liabilities or votes. Should the unit owners wish to retain as much similarity to their previous common expense liabilities, however, and should they wish to retain equal voting in a merged project, it would be possible for them, pursuant to subsection (c)(ii), to state “the percentage of overall common expense liabilities and votes in the new association” as follows: as to common expense liabilities, they might allocate 12.5% of the common expense liabilities in the merged project to planned community 1, and 87.5% thereof to planned community 2. If the agreement further provided that “the portion of the percentages allocated to each unit formerly comprising a part on the pre-existing planned community must be equal to the percentages of allocated interests allocated to that unit by the declaration of the pre-existing planned community” as required by subsection (c), each unit in planned community one would then have allocated to it 1.25% of the common expense liabilities in the new planned community. It happens that 1.25% of the common expenses of a merged

planned community which has a budget of \$80,000 equals \$1,000.

Under the same rationale, if each of the two-bedroom units in the second planned community, to which were formerly allocated 2% of the common expense liabilities, now has allocated 2% of the 87.5% allocated to the second planned community, each of those units would then have allocated to it 1.75% of the common expense liabilities of the new planned community. 1.75% of \$80,000 is \$1,400. Similarly, each of the three-bedroom units would then have allocated to it 2.625% of the common expense liabilities in the merged planned community. That percentage of the common expense liabilities of \$80,000 would yield an annual cost of \$2,100, the same cost as previously obtained in planned community 2.

Further, the unit owners are free to allocate votes among the units in any way which they see fit. Of course, if they choose to allocate equal votes to all the units, which was the method previously used in both planned communities, this would have the effect of giving 20% of the votes to planned community 1, even though planned community one had only 12.5% of the common expense liabilities. It may be, however, that this tracks with the expectations of the unit owners in both planned communities. Alternatively, planned community one might be allocated 12.5% of the votes, which, when divided up among the 10 units, would give each one-bedroom unit a .125 vote. If 87.5% of the votes were allocated equally among the unit owners in the second planned community, then each of the unit owners in planned community two would have .21875 votes.

If some other configuration was to be desired, then the allocations would of necessity be made pursuant to paragraph (c)(i) rather than (c)(ii).

The same result would be reached in a merger of planned communities or cooperatives.

SECTION 2-122. ADDITION OF UNSPECIFIED REAL ESTATE. In a planned community, if the right is originally reserved in the declaration, the declarant in addition to any other development right, may amend the declaration at any time during as many years as are specified in the declaration for adding additional real estate to the planned community without describing the location of that real estate in the original declaration; but, the amount of real estate added to the planned community pursuant to this section may not exceed 10 percent of the real estate described in Section 2-105(a)(3) and the declarant may not in any event increase the number of units in the planned community beyond the number stated in the original declaration pursuant to Section 2-105(a)(5).

Comment

In assembling land for large “new town” planned communities, developers have from

time to time been unable to secure small parcels of real estate within the outer boundaries of the development at the time the original covenants for the development were recorded.

Subsequently, however, for a variety of reasons, those parcels may become available and would logically form a part of the overall development. As a matter of policy, there is no reason to prohibit the amendment of the declaration to permit the addition of that land to the development, so long as that addition does not substantially increase the potential common expenses of the unit owners, nor the density of the project as originally project by the declarant in his public offering statement.

This section was designed to address this relatively unusual problem. It permits the declarant to add those after-acquired parcels of real estate to the development. This power is available only if the declarant makes clear in his original declaration that this development right has been reserved. The section also requires the declarant to impose his own time limit on the period during which this development right may be exercised. To foreclose the possibility of an increase in the density of the project beyond that which was originally contemplated, the section also prohibits the declarant from increasing the number of units in the planned community beyond the number originally stated in the declaration. Finally, to impose a reasonable limitation on the amount of new land that may be added, the amount of real estate added to the planned community pursuant to this section may not exceed 10% of the real estate originally subjected to the declaration.

SECTION 2-123. MASTER PLANNED COMMUNITIES.

(a) The declaration for a common interest community may state that it is a master planned community if the declarant has reserved the development right to create at least [500] units that may be used for residential purposes, and at the time of the reservation that declarant owns or controls more than [500] acres on which the units may be built.

(b) If the requirements of subsection (a) are satisfied, the declaration for the master planned community need not state a maximum number of units and need not contain any of the information required by Section 2-105(a)(3) through (14) until the declaration is amended under subsection (c).

(c) When each unit in a master planned community is conveyed to a purchaser, the declaration must contain:

(i)(1) a sufficient legal description of the unit and all portions of the master planned community in which any other units have been conveyed to a purchaser; and

(ii)(2) all the information required by Section 2-105(a)(3) through (14) with

respect to that real estate.

(d) The only real estate in a master planned community ~~which is~~ subject to this [act] is are units that have been declared or which are being offered for sale and any other real estate described pursuant to subsection (c). Other real estate that is or may become part of the master planned community is only subject to other law and to any other restrictions and limitations that appear of record.

(e) If the public offering statement conspicuously identifies the fact that the community is a master planned community, the disclosure requirements contained in [Article] 4 apply only with respect to units that have been declared or are being offered for sale in connection with the public offering statement and to the real estate described pursuant to subsection (c).

(f) Limitations in this [act] on the addition of unspecified real estate ~~(Section 2-122)~~ do not apply to a master planned community.

(g) The period of declarant control of the association for a master planned community terminates in accordance with any conditions specified in the declaration or otherwise at the time the declarant, in a recorded instrument and after giving ~~written~~ notice in a record to all the unit owners, voluntarily surrenders all rights to control the activities of the association.

Comment

Section 2-123 was adopted in 1994 in response to concerns expressed from the development community. Developers' counsel asserted that the Act's constraints on the development process were not realistic in very large communities. First, they argued, the size and time parameters suggested in Section 2-105 were illusory in large projects. Those self-imposed limits presumably have value in smaller projects, where buyers might reasonably expect an end to the development process in the vicinity of their homes and where the limits could therefore form part of the basis for the bargain between buyer and seller. However, those limits could not serve that purpose in very large projects. There, development might reasonably be expected to continue for decades, and the ultimate number of units could simply not be projected with any degree of certainty at the outset of the project. Furthermore, while a developer could impose purely artificial limits to satisfy the legal requirements of the Act – say, a 1000 year development period and a one million unit density cap – such statements could not possibly give comfort or certainty to any buyer, and would create a certain tone of cynicism if they became routinely used.

Other constraints on the development process – such as the period of declarant control of the association – seemed equally difficult to justify in the abstract, once the drafters assumed a sufficiently large project of the sort currently being developed throughout the United States. The drafters adopted the “500 units/500 acres” standard as an objective cut off point after ample evidence suggested that developers of smaller projects could readily satisfy the Act’s existing requirements for documentation.

The drafters accordingly determined that the appropriate concept was to view the development process from the perspective of potential buyers of the units being offered for sale at any time in a large project. At that point, the developer should be required to describe what units and common elements were subject to the Act, and how the various relationships which the Act imposes exist at that time with respect to the submitted real estate.

The drafters also expect that the common law doctrines of good faith and unconscionability will continue to be applied by the courts in appropriate circumstances to impose subjective limitations on developer practices. *See, e.g., Barclay v. Deveau*, 384 Mass. 676 (1981) holding that a declarant must surrender control of the association to the unit owners after a reasonable time.

SECTION 2-124. TERMINATION FOLLOWING CATASTROPHE. If substantially all the units in a common interest community have been destroyed or are uninhabitable and the available methods for giving notice under Section 3-121 of a meeting of unit owners to consider termination under Section 2-118 will not likely result in receipt of the notice, the executive board or any other interested person may commence an action in [insert appropriate court] seeking to terminate the common interest community. During the pendency of the action, the court may issue whatever orders it considers appropriate, including appointment of a receiver. After a hearing, the court may terminate the common interest community or reduce its size and may issue any other order the court considers to be in the best interest of the unit owners and persons holding an interest in the common interest community.

Comment

This section, adopted in 2008, is broadly based on a Florida statute that was adopted as the result of several condominium projects that could not be rebuilt following storm damage. See Fla. Stat. Ann. Section 718.117(4), (5). In those cases, termination was appropriate, but it proved impossible to secure the needed unit owner vote to terminate the project.

In such circumstances, the section permits "any interested" person to petition the court for an order terminating the common interest community or reducing its size. Recognizing that

the statute cannot contemplate every possible eventuality, the section grants the court powers to issue whatever temporary orders the court deems "appropriate," including the power to appoint a receiver. Further, after a hearing, the court is empowered to "issue any other order the court considers to be in the best interest of the unit owners and persons holding an interest in the common interest community."

[ARTICLE] 3

MANAGEMENT OF THE COMMON INTEREST COMMUNITY

SECTION 3-101. ORGANIZATION OF UNIT OWNERS ASSOCIATION. A unit owners association must be organized no later than the date the first unit in the common interest community is conveyed. The membership of the association at all times consists exclusively of all unit owners or, following termination of the common interest community, of all former unit owners entitled to distributions of proceeds under Section 2-118 or their heirs, successors, or assigns. The association must have an executive board. The association must be organized as a profit or nonprofit corporation, trust, ~~for~~ limited liability company, partnership, ~~[, or as an~~ unincorporated association], or any other form of organization authorized by the law of this state.

Comment

1. The first purchaser of a unit is entitled to have in place the legal structure of the unit owners' association. The existence of the structure clarifies the relationship between the developer and other unit owners and makes it easy for the developer to involve unit owners in the governance of the common interest community even during a period of declarant control reserved pursuant to Section 3-103(d).

2. The bracketed language preserves the flexibility existing in practically all States today to organize the association of a condominium, cooperative or planned community as a profit or nonprofit corporation, trust or partnership. Most associations are either corporations or unincorporated associations, but occasionally developers or their lawyers have found trust or partnership forms valuable. Although at least one State (Georgia) requires the organization of a condominium association in corporate form, it is not desirable to mandate this result in a uniform act. If a State wishes to mandate incorporation, it should delete the bracketed language.

3. Regardless of the form in which the Association is organized, the Act restricts membership in the association to those persons who are 'unit owners' as that term is defined in Section 1-103 (32). This rule should be considered together with three other provisions of the Act: (i) the requirement in Section 2-101 (b) that at least in a condominium, a unit may not be 'created' until the structural components and mechanical systems of that unit - to the extent the unit is intended to contain such components and systems - will be such are completed; (ii) the requirement in Section 2-107 (b) that the declaration must allocate votes and a share of the common expense liabilities to each unit pursuant to formulas that do not discriminate in favor of units owned by the declarant; and (iii) the restriction in Section 2-117 (d) that the allocations of votes and common expense liabilities to the units may not be amended except by unanimous

consent of all the unit owners.

Taken together, these sections seek to avoid the potential for either intentional declarant overreaching – by, for example, allocating more votes to units the declarant owns in order to extend control of the association beyond the timeframes allowed under the Act in Section 3-103(d) - or inadvertent uncertainty in failed projects as a result of allocating votes and common expense liabilities to ‘ghost’ or ‘paper’ units that are never built. Rather, the philosophy of the Act is to make certain that only persons with an actual economic interest in a ‘real’ unit will have a vote in the affairs of the association and that the patterns for voting and allocating the relative costs of maintaining the community’s property will not be subject to developer abuse.

4. This does not mean that the declarant should not or cannot participate in the activities of the association. First, it is clear under Section 2-110 (a) that the declarant is the initial owner of every unit when it is created. Accordingly, until every unit is sold, the declarant is a ‘unit owner’ and has the same rights to participate in its capacity as a unit owner as would any other person who owned that same unit. Further, even if the declarant temporarily ceased being a unit owner, its representative could still attend unit owner meetings and have access to the association's records so long as the declarant held any development right, if it reserved those special declarant rights. See §1-103(33).

5. In addition, the Act recognizes the unique role of the declarant during the development phase, and the expectations of the declarant’s lenders that the development can be constructed in accordance with the plans, free from the risks of interference by other unit owners and the association. Accordingly, the Act includes the important concepts of "Development Rights" [Section 1-103 (14)] and ‘Special Declarant Rights’ [Section 1-103 (29)]. Among the significant special declarant rights is the right to control the owners association during the time reasonably necessary to control the project and sell the units. See, e.g., *Investors Ltd. Of Sun Valley v. Sun Mountain Condos., Phase I, Inc. Homeowners Ass’n*, 106 Idaho 855, 683 P.2d 891 (1984), *Barclay v. Deveau*, 415 N.E.2d 239 (Mass. Ct. App. 1981), *vacated*, 384 Mass. 676, 429 N.E. 2d. 323 (1981). Taken together with the substantive provisions of the Act governing those concepts, the Act makes clear both that the developer will be meaningfully engaged in every aspect of the Association’s and the projects activities during the time when development is underway, and that the unit owners themselves will be free of the developer’s control at an appropriate time.

This section allows the document drafter to select any form of legal organization permitted under state law for the Unit Owners Association; this Act then supplements the requirements of those ‘entity’ statutes by a number of requirements unique to unit owner associations. Notwithstanding this permitted flexibility, experience under both this Act, most non-UCIOA condominium statutes and most planned communities created at common law indicates that nearly all unit owner associations are organized as non-stock corporations under the States’ non-stock corporation acts.

In the rare case where the association may be organized as another form of legal entity, such as a limited liability company, the drafter will be required to address the differences between this Act and the requirements of the State’s LLC statute. In the limited liability company context, it may well be that the ‘bylaws’ mandated by this Act will in fact be part either of the declaration or the management agreement required by the LLC statute. So long as the

mandated content in Section 3-106 appears in whatever document the drafter chooses, the requirements of this Act will have been satisfied.

SECTION 3-102. POWERS AND DUTIES OF UNIT OWNERS ASSOCIATION.

(a) Except as otherwise provided in subsection (b); and ~~subject to the other~~ provisions of ~~the declaration~~ this [act], the association ~~[, even if unincorporated,]~~ may:

(1) shall adopt and may amend bylaws and may adopt and amend rules ~~and~~ regulations;

(2) shall adopt and may amend budgets ~~for revenues, expenditures, and reserves~~ under Section 3-123, may ~~and~~ collect assessments for common expenses from unit owners, and may invest funds of the association;

(3) may hire and discharge managing agents and other employees, agents, and independent contractors;

(4) may institute, defend, or intervene in litigation or in arbitration, mediation, or administrative proceedings in its own name on behalf of itself or two or more unit owners on matters affecting the common interest community, subject to Section 3-124;

(5) may make contracts and incur liabilities;

(6) may regulate the use, maintenance, repair, replacement, and modification of common elements;

(7) may cause additional improvements to be made as a part of the common elements;

(8) may acquire, hold, encumber, and convey in its own name any right, title, or interest to real estate or personal property, but:

~~(f)~~(A) common elements in a condominium or planned community may be conveyed or subjected to a security interest only pursuant to Section 3-112; and

~~(ii)(B)~~ part of a cooperative may be conveyed, or all or part of a cooperative may be subjected to a security interest, only pursuant to Section 3-112;

(9) may grant easements, leases, licenses, and concessions through or over the common elements;

(10) may impose and receive any payments, fees, or charges for:

(A) the use, rental, or operation of the common elements, other than limited common elements described in Section 2-102(2) and (4); and

(B) ~~for~~ services provided to unit owners;

(11) may impose charges for late payment of assessments; and, after notice and an opportunity to be heard, may ~~levy~~ impose reasonable fines for violations of the declaration, bylaws, and rules, ~~and regulations~~ of the association;

(12) may impose reasonable charges for the preparation and recordation of amendments to the declaration, resale certificates required by Section 4-109, or statements of unpaid assessments;

(13) may provide for the indemnification of its officers and executive board and maintain ~~directors'~~ directors' and ~~officers'~~ officers' liability insurance;

(14) except to the extent limited by the declaration, may assign its right to future income, including the right to receive assessments; ~~but only to the extent the declaration expressly so decides;~~

(15) may exercise any other powers conferred by the declaration or bylaws;

(16) may exercise all other powers that may be exercised in this state by ~~legal entities~~ organizations of the same type as the association;

(17) may exercise any other powers necessary and proper for the governance and operation of the association; ~~and~~

(18) ~~by regulation,~~ may require that disputes between the ~~executive board~~ association and unit owners or between two or more unit owners regarding the common interest community ~~must~~ be submitted to nonbinding alternative dispute resolution ~~in the manner described in the regulation~~ as a prerequisite to commencement of a judicial proceeding; and

(19) may suspend any right or privilege of a unit owner that fails to pay an assessment, but may not:

(A) deny a unit owner or other occupant access to the owner's unit;

(B) suspend a unit owner's right to vote;

(C) prevent a unit owner from seeking election as a director or officer of the association; or

(D) withhold services provided to a unit or a unit owner by the association if the effect of withholding the service would be to endanger the health, safety, or property of any person.

(b) The declaration may not ~~impose limitations on~~ limit the power of the association beyond the limit authorized in subsection (a)(18) to:

(1) deal with the declarant which are if the limit is more restrictive than the limitations limit imposed on the power of the association to deal with other persons; or

(2) institute litigation or an arbitration, mediation, or administrative proceeding against any person, subject to the following:

(A) the association shall comply with Section 3-124, if applicable, before instituting any proceeding described in Section 3-124 (a) in connection with construction defects; and

(B) the executive board promptly shall provide notice to the unit owners of any legal proceeding in which the association is a party other than proceedings involving enforcement of rules or to recover unpaid assessments or other sums due the association.

~~(c) Unless otherwise permitted by the declaration or this [act], an association may adopt rules and regulations that affect the use of or behavior in units that may be used for residential purposes only to:~~

~~(1) prevent any use of a unit which violates the declaration;~~

~~(2) regulate any behavior in or occupancy of a unit which violates the declaration or adversely affects the use and enjoyment of other units or the common elements by other unit owners; or~~

~~(3) restrict the leasing of residential units to the extent those rules are reasonably designed to meet underwriting requirements of institutional lenders who regularly lend money secured by first mortgages on units in common interest communities or regularly purchase those mortgages.~~

~~Otherwise, the association may not regulate any use of or behavior in units.~~

(c) If a tenant of a unit owner violates the declaration, bylaws, or rules and regulations of the association, in addition to exercising any of its powers against the unit owner, the association may:

(1) exercise directly against the tenant the powers described in subsection

(a)(11);

(2) after giving notice to the tenant and the unit owner and an opportunity to be heard, levy reasonable fines against the tenant for the violation; and

(3) enforce any other rights against the tenant for the violation which the unit owner as landlord could lawfully have exercised under the lease or which the association could lawfully have exercised directly against the unit owner, or both.

~~(c)~~(d) The rights ~~granted under~~ referred to in subsection ~~(d)~~(c)(3) may ~~only~~ be exercised only if the tenant or unit owner fails to cure the violation within 10 days after the association notifies the tenant and unit owner of that violation.

~~(f)~~(e) Unless a lease otherwise provides, this section does not:

(1) affect rights that the unit owner has to enforce the lease or that the association has under other law; or

(2) permit the association to enforce a lease to which it is not a party in the absence of a violation of the declaration, bylaws, or rules, ~~and regulations.~~

(f) The executive board may determine whether to take enforcement action by exercising the association's power to impose sanctions or commence an action for a violation of the declaration, bylaws, and rules, including whether to compromise any claim for unpaid assessments or other claim made by or against it. The executive board does not have a duty to take enforcement action if it determines that, under the facts and circumstances presented:

(1) the association's legal position does not justify taking any or further enforcement action;

(2) the covenant, restriction, or rule being enforced is, or is likely to be construed as, inconsistent with law;

(3) although a violation may exist or may have occurred, it is not so material as to be objectionable to a reasonable person or to justify expending the association's resources; or

(4) it is not in the association's best interests to pursue an enforcement action.

(g) The executive board's decision under subsection (f) not to pursue enforcement under one set of circumstances does not prevent the executive board from taking enforcement action under another set of circumstances, but the executive board may not be arbitrary or capricious in taking enforcement action.

(h) The executive board shall establish a reasonable method for unit owners to communicate among themselves and with the executive board on matters concerning the association.

Comment

1. This section permits the declaration, subject to the limitations of subsection (b), to include limitations on the exercise of any of the enumerated powers. The bracketed language making a specific reference to unincorporated associations is not intended to exclude other forms of association; the unincorporated association would have such powers, subject to the declaration, regardless of the legal status of an unincorporated association in the State. If a State wishes to permit the association to be unincorporated and the law of the State is unclear whether an unincorporated association would have such powers in the absence of the language, the bracketed language should be retained and the brackets removed.

2. Required provisions of the bylaws of the association, referenced in paragraph (1), are set forth in Section 3-106.

3. This Act makes clear that the association can sue or defend suits even though the suit may involve only units as to which the association itself has no ownership interest. In the absence of a statutory grant of standing such as that set forth in paragraph (4), some courts have held that a condominium association, because it has no ownership interest in the condominium, has no standing to bring, defend, or to intervene in litigation or administrative proceedings in its own name.

4. Paragraph (8) refers to the power granted by Section 3-112, upon a vote of the requisite number of unit owners, to sell or encumber common elements in a condominium or planned community or to sell part or encumber all or part of a cooperative without a termination of the common interest community. Paragraph (9) permits the association to grant easements, leases, licenses, and concessions with respect to the common elements without a vote of the unit owners.

5. The powers granted the association in paragraph (11) to impose charges for late payment of assessments and to levy fines for violations of the association's rules reflect the need to provide the association with sufficient powers to exercise its "governmental" functions as the ruling body of the common interest community. These powers are intended to be in addition to any rights which the association may have under other law.

Under the Act, fines levied by the Association must be “reasonable” and may be imposed only after notice and an opportunity for a hearing. Moreover, in an effort to minimize potential abuse of the association’s powers, the 2008 amendments to the Act bar any foreclosure of a unit if the only sums due are fines and related charges; see § 3-115(p). However, the Act does not codify the precise dollar amount of late charges or fines, or detail the standards for conduct of a hearing. Thus, the Act does not follow the enactments of States such as North Carolina which impose a default cap on the amount of late fees; see North Carolina 2005 Session Law 2005-422, § 47F-3-102, and detailed default provisions regarding the conduct of the hearing; Id., at § 47F-3-107.1.

6. Under paragraph (14), the declaration may provide for the assignment of income of the association, including common expense assessment income, as security for, or payment of, debts of the association. The power may be limited in any manner specified in the declaration – for example, the power might be limited to specified purposes such as repair of existing structures, or to income from particular sources such as income from tenants, or to a specified percentage of common expense assessments. The power, in many instances, should help materially in securing credit for the association at favorable interest rates. The inability of associations to borrow because of a lack of assets, in spite of its income stream, has been a significant problem.

The 2008 amendments to Section 3-102 (a) (14) reverse the presumption in the 1994 Act as to whether the association may pledge its common expense assessments as security for a loan. Previously, the Act provided that the Association could only do so “to the extent the declaration expressly so provides.” Because many declarations do not so provide, the Act as drafted forced the Association to amend its declaration in order to borrow funds, since lenders will commonly require a pledge of the income stream as a condition to extending credit to the Association.

The increasing use of this important financing technique and the extraordinarily low default rate on such loans across the country caused the drafters to empower the Association to borrow funds with a pledge of its income stream, subject only to the restrictions appearing in the declaration. Moreover, under Section 1-204, this section automatically applies to common interest communities created under prior law.

It may be appropriate for the declaration to include some restrictions on such borrowing, such as a requirement that the proposal to borrow funds be put to a vote of the unit owners before the loan is closed. However, while some commentators urged that the Act require a majority vote of unit owners before the Association borrows any funds, the drafters sought again to avoid a fixed rule that may be inappropriate in some communities, and instead chose to defer such decision-making to the drafters of each community’s declaration or to the discretion of the executive board, or the unit owners, in a particular case.

7. If the association is incorporated, it may, pursuant to paragraph (16), exercise all other powers of a corporation. Similarly, if the association is unincorporated, the association may, by virtue of paragraph (16), exercise all other powers of an unincorporated association. Inconsistent provisions of state corporation or unincorporated association law are subject to the provisions of this Act, as provided in Section 1-108.

8. The 1994 amendment to this section provides important new statutory authority to an association, but also states limits on the association's power.

9. New subsections (c), (d), and (e); ~~and (f)~~ enable the association to enforce directly against a tenant or other occupant of a leased unit all the powers which either the statutes or the project documents provide against that person. The section also provides the association all the powers the owner itself would have under the lease against the tenant, so long as the violation of the lease also violates the project documents. Finally, subsection (d) permits the association, landlord, and tenant to contract in the lease itself for powers beyond those granted by the statute.

10. ~~New~~ Thus, subsection (a)(18) permits the association to impose mandatory nonbinding arbitration or other non-judicial procedures to resolve disputes in the development before litigation commences. The drafters believe that non-judicial dispute resolution should be available to parties as an economical and efficient form of alternative dispute resolution.

~~6. Subsection (c) imposes clear limits on the association's power to control the use, occupancy, and leasing of units in residential projects. Basically, these amendments adopt the policy that unless the declaration otherwise provides, "use" restrictions must appear in the declaration in order to be enforceable by the association, and the association's regulatory power over "occupancy" activities is limited to those situations in which a unit owner's activities inside a unit affect other owners.~~

11. The 2008 amendments, in Section 3-120, significantly expand the association's rule-making authority. In order to consolidate all of the Act's provisions on rules in one section, former sub-section (c) of section 3-102 has been relocated to new Section 3-120(f).

12. While Section 3-102(a) (2) was amended in 2008 to expressly enable the association to "invest funds of the association," the drafters concluded that the investment standards contained in Uniform Prudent Investor Act and similar statutes should not apply to the association's investment of reserves or other funds of the association.

Anecdotal evidence suggests that the reserves of most common interest community associations, as a matter of practice, are invested in cash or near-cash (i.e., short term bond fund) equivalents.

The UPIA by its terms applies to trust investing. It is the nearly universal practice for associations to be organized as non-stock corporations or – occasionally – other forms of business entities but rarely as trusts. In these cases, the business judgment rule rather than the prudence norm of trust law applies.

Beyond that, however, and regardless of the form of organization, the drafters concluded that it ought not make special provision for association investments in this Act because actual or contingent liquidity needs will predominate in most circumstances affecting the association. Unlike a family trust, an association board is not meant to be making long-term investment decisions for capital growth; accordingly, most such investing is appropriately done in interest-bearing cash equivalents.

Finally, because the subject has not been problematic in practice, the drafters saw no need to make special provision for it. Of course, subject to the business judgment rule, in those unusual cases where long term capital growth might be appropriate, UCIOA would not bar a board's decision to invest the reserves in suitable vehicles designed to achieve that goal.

13. The 2008 amendments to Section 3-102 (a)(19) of the Act allow the executive board to "suspend and right or privilege of a unit owner that fails to pay an assessment"; this is similar to statutes in other States; **compare, e.g.,** North Carolina § 47F-3-102 (11). However, unlike other States, Section 3-102 (a)(19) specifically precludes suspending the right to vote or the right to run for an association office if a unit owner has not paid her assessments.

14. Subsection (b) was amended in 2008 to focus on the extent to which a declarant may insert provisions into a declaration designed to impede the association's future flexibility and discretion in managing its affairs. The amended text preserves the basic rule in the earlier Act that prevents the declarant from imposing unique limits on the association's power to deal with the declarant.

The amended section cross references new Section 3-124, which imposes a "cooling off" period before an association may commence coercive proceedings against a declarant arising out of the project's construction. Consistent with the overarching goal in the 2008 amendments to re-balance the association's relationship with individual unit owners, the amended section requires that unit owners be notified of all significant legal proceedings to which the association is a party.

15. New subsection (f) addresses the important question of whether the Association may "selectively enforce" its rules or whether it is obliged to enforce the rules to the letter in every instance, at the risk of being found by a court to have failed to meet its fiduciary duties, or to have waived its right to enforce the rules in some future instance as a consequence of its failure to enforce the rules in this instance.

In evaluating the alternative outcomes here, the extreme positions are clear. On the one hand, one could assert that the Board's obligation is to strictly enforce or attempt to enforce every alleged breach of the rules, so that the board can never be accused of selective enforcement, favoritism, breach of duty, or waiver.

Alternatively, the board could be held free of any obligation to enforce at any time, without in any way constraining its ability to enforce the same rules at a later time against the same or different persons in those cases where the board decided it would do so.

In the middle is a rule of law that would guide the Board's exercise of discretion. There are a number of theoretical standards that might guide the Board's discretion; they include: (i) the 'business judgment rule'; (ii) arbitrary and capricious; (iii) reasonableness; (iv) bad faith; (v) discriminatory or other improper purposes; (vi) "best interests of the association"; (vii) "good cause"; or (viii) perhaps the Latin maxim "*De minimus non curat lex*"- the notion that "the law does not care about insignificant matters."

There have also been legislative proposals in various states in response to the issue of discretionary rules enforcement, although there does not appear to be a consensus position.

Several of those proposals were considered by the drafters.

The text in subsection (f) represents a middle position to guide an Executive Board as it considers whether or how to enforce a particular rule. The text identifies those circumstances where the Board might conclude, in any given case, not to enforce the rules as they have been drafted. These criteria are premised, of course, in all instances on the recognition that the decision-making process of the Executive Board is subject to the “Business Judgment Rule”; see Comments to Section 3-103.

In those circumstances where the Board declines to enforce a rule, nothing in this Act precludes an individual unit owner from seeking independently to enforce the rules in a particular instance pursuant to Section 4-117. Alternatively, the unit owner could seek to require enforcement of the rule by the Executive Board for a breach of its duty; such a suit would be measured by the extent the board had abused its discretion under subsection (f).

16. While subsection (f) deals with the executive board's discretion in enforcing its rules in any single instance, sub-section (g) states the basic principle that the board's decision in one instance is not binding in another future instance, under another set of circumstances. At the same time, the subsection emphasizes that the Board may not act in an arbitrary or capricious fashion.

As with every provision of this Act, Section 1-108 makes clear that “principles of law and equity...supplement the provisions of this Act, except to the extent inconsistent with this Act”. In the case of 3-102(g), it is clear that other principles of law and equity, including the law of waiver and course of performance, would supplement this section. Such principles have been often been applied by courts in appropriate circumstances as they consider the extent to which an absence of enforcement over time has modified recorded covenants affecting real estate, and this Act does not modify those principles, except as stated in (g).

SECTION 3-103. EXECUTIVE BOARD MEMBERS AND OFFICERS.

(a) Except as otherwise provided in the declaration, the bylaws, subsection (b), or other provisions of this [act], the executive board ~~may act in all instances~~ acts on behalf of the association. In the performance of their duties, officers and members of the executive board appointed by the declarant shall exercise the degree of care and loyalty to the association required of a trustee. Officers and members of the executive board not appointed by the declarant shall exercise the degree of care and loyalty to the association required of an officer or director of a corporation organized, ~~under [insert reference to state non-profit corporation law]~~, and are subject to the conflict of interest rules governing directors and officers, under [insert reference to state nonprofit corporation law]. The standards of care and loyalty described in this

section apply regardless of the form of legal entity in which the association is organized.

(b) The executive board may not ~~act to~~:

(1) amend the declaration ~~except as provided in~~ (Section 2-117);

(2) amend the bylaws;

(3) ~~to~~ terminate the common interest community ~~(Section 2-118);~~

(4) ~~or to~~ elect members of the executive board ~~but may fill vacancies in its~~
~~membership for the unexpired portion of any term or, if earlier, until the next regularly~~
~~scheduled election of executive board members; or~~

(5) determine the qualifications, powers, ~~and~~ duties, or terms of office of
executive board members ~~(Section 3-103(f)), but the executive board may fill vacancies in its~~
membership for the unexpired portion of any term.

(c) The executive board shall adopt budgets as provided in Section 3-123. ~~Within [30]~~
~~days after adoption of any proposed budget for the common interest community, the executive~~
~~board shall provide a summary of the budget to all the unit owners, and shall set a date for a~~
~~meeting of the unit owners to consider ratification of the budget not less than 14 nor more than~~
~~30 days after mailing of the summary. Unless at that meeting a majority of all unit owners or~~
~~any larger vote specified in the declaration reject the budget, the budget is ratified, whether or~~
~~not a quorum is present. In the event the proposed budget is rejected, the periodic budget last~~
~~ratified by the unit owners must be continued until such time as the unit owners ratify a~~
~~subsequent budget proposed by the executive board.~~

(d)(e) Subject to subsection (e)(d), the declaration may provide for a period of declarant
control of the association, during which a declarant, or persons designated by him the declarant,
may appoint and remove the officers and members of the executive board. A declarant may
voluntarily surrender the right to appoint and remove officers and members of the executive

board before the period ends. In that event, the declarant may require during the remainder of the period that specified actions of the association or executive board, as described in a recorded instrument executed by the declarant, be approved by the declarant before they become effective. Regardless of the period provided in the declaration, and except as provided in Section 2-123(g) (~~Master Planned Communities~~), a period of declarant control terminates no later than the ~~earlier~~ earliest of:

(1) (i) [60] days after conveyance of [75] percent [three-fourths] of the units that may be created to unit owners other than a declarant;

(2) (ii) [2] two years after all declarants have ceased to offer units for sale in the ordinary course of business;

(3) (iii) [2] two years after any right to add new units was last exercised; or

(4) (iv) the day the declarant, after giving ~~written~~ notice in a record to unit owners, records an instrument voluntarily surrendering all rights to control activities of the association. ~~A declarant may voluntarily surrender the right to appoint and remove officers and members of the executive board before termination of that period, but in that event the declarant may require, for the duration of the period of declarant control, that specified actions of the association or executive board, as described in a recorded instrument executed by the declarant, be approved by the declarant before they become effective.~~

(e)(~~d~~) Not later than [60] days after conveyance of [25] percent [one-fourth] of the units that may be created to unit owners other than a declarant, at least one member and not less than [25] percent of the members of the executive board must be elected by unit owners other than the declarant. Not later than [60] days after conveyance of [50] percent [one-half] of the units that may be created to unit owners other than a declarant, not less than [33-1/3] percent [one-third] of the members of the executive board must be elected by unit owners other than the declarant.

~~(f)(e)~~ Except as otherwise provided in Section 2-120(e) ~~and (f)~~, not later than the termination of any period of declarant control, the unit owners shall elect an executive board of at least three members, at least a majority of whom must be unit owners. ~~The~~ Unless the declaration provides for the election of officers by the unit owners, the executive board shall elect the officers. The executive board members and officers shall take office upon election or appointment.

~~(g) Notwithstanding any provision of the declaration or bylaws to the contrary, the unit owners, by a two-thirds vote of all persons present and entitled to vote at any meeting of the unit owners at which a quorum is present, may remove any member of the executive board with or without cause, other than a member appointed by the declarant.~~

(g) A declaration may provide for the appointment of specified positions on the executive board by persons other than the declarant during or after the period of declarant control. It also may provide a method for filling vacancies in those positions, other than by election by the unit owners. However, after the period of declarant control, appointed members:

- (1) may not comprise more than [one third] of the board; and
- (2) have no greater authority than any other member of the board.

Comment

1. Subsection (a) makes members of the executive board appointed by the declarant liable as trustees of the unit owners with respect to their actions or omissions as members of the board. This provision imposes a very high standard of duty because the board is vested with great power over the property interests of unit owners, and because there is a great potential for conflicts of interest between the unit owners and the declarant.

~~2. The provisions of paragraph (c) permit the unit owners to disapprove any proposed budget, but a rejection of the budget does not result in cessation of assessments until a budget is approved. Rather, assessments continue on the basis of the last approved periodic budget until the new budget is in effect.~~

~~2.3.~~ Subsections (d) and (e) recognize the practical necessity for the declarant to control the association during the developmental phases of a project. However, any executive board member appointed by the declarant pursuant to subsection (d) is liable as a fiduciary to any unit

owner for his acts or omissions in such capacity.

3. 4. Subsection (d) permits a declarant to surrender his right to appoint and remove officers and executive board members prior to the termination of the period of declarant control in exchange for a veto right over certain actions of the association or its executive board. This provision is designed to encourage transfer of control by declarants to unit owners as early as possible, without impinging upon the declarant's rights (for the duration of the period of declarant control) to maintain ultimate control of those matters which he may deem particularly important to him. It might be noted that the declarant at all times (even after the expiration of the period of declarant control) is entitled to cast the votes allocated to his units in the same manner as any other unit owner.

4.5. Subsection (e), in combination with subsection (d), provides for a gradual transfer of control of the association to the unit owners from the declarant. Such a gradual transfer is preferable to a one-time turnover of control since it assures that the unit owners will be involved, to some extent, in the affairs of the association from a relatively early date and that some unit owners will acquire experience in dealing with association matters.

5.6. The 1994 amendment to subsection (a) is intended to conform the Act to expectations of owners, members of executive boards, and courts. The duty owed by an elected member of an executive board ought to parallel the standard imposed on directors of non-profit corporations. The original text set out a lesser standard. By making reference to the non-profit corporate model, members will also obtain the benefits of the business judgment rule, now commonly applied by courts in the non-profit context; see, for example, *Levandusky v. One Fifth Avenue Apartment Corp.*, 75 N.Y.2d 530 (1990).

Comment 5 was expanded in 2008, because of the importance of this issue. The Act continues to rely on the Business Judgment Rule as the basis for evaluating the actions of the Board. "As long as directors of a corporation decide matters rationally, honestly, and without a disabling conflict of interest, the decision will not be reviewed by the courts." *Atkins v. Hibernia Corp.*, 182 F3d 320, 324, (5th cir. 1999) **quoted in** Block, Barton & Radin, *The Business Judgment Rule*, (5th ed. 1998) in 2002 Supp. Page 6.

The business judgment rule is a tool of judicial review, not a standard of conduct. The rule (1) shields directors from liability and protects decisions made by directors when the rule's elements – a business decision, disinterestedness, and independence, due care, good faith and no abuse of discretion – are present and a challenged decision does not constitute fraud, illegality, ultra-vires conduct or waste, and (2) creates a presumption that directors have acted in accordance with each of the elements of the rule.

[Block et al at page 110.] In its 2007 decision, the Supreme Court of New Jersey confirmed the continuing vitality of the business judgment rule as the basis for evaluating the activities of the executive board of a unit owners association. **See** *Committee for a Better Twin Rivers v. Twin Rivers Homeowners Association*, 192 N.J. 344; 929 A.2d 1060 (2007); the decision is expected to be widely followed.

The change from "fiduciary" to "trustee" as the standard of care for declarant-appointed

directors makes the standard of care more precise. The law contemplates many forms of fiduciary relationships; among them, the trustee's duty is the highest.

6.7. Subsection (d) has been amended in the 1994 amendment to add a new fourth category regarding voluntary relinquishment of retained rights to control any aspect of the affairs of the association. This category frequently has been written into declarations under the Act. The amendment incorporates this practice and is important in order to track the time when statutes of limitation involving the declarant begin to run. See Section 3-111.

7. Subsection (g), adopted in 2008, is designed to accommodate the possibility, especially in senior living projects and in subsidized "first time home buyer" complexes, that it may assist the long term viability of the project if a non-controlling percentage of the directors – appointed by persons other than unit owners – could provide independent outside expertise to the Board, even if those directors are not directly responsive to the owners themselves. As drafted, the new provision contains safeguards intended to adequately guard against the potential for abuse by the original declarant or outside lenders. Such directors could sit only if the declaration provided for such an outcome.

New subsection (g) must be read in conjunction with subsection (a), which emphasizes that the duty of care and loyalty of all directors is to the association and not to the appointing authority. This clear statement of duty should ameliorate the concerns of undue influence that may flow from potential conflicting interests from "outside" directors.

As with any provision of the declaration, this provision for 'outside directors' could be removed from the declaration by the vote or agreement of unit owners holding 67% of the voting power in the association, or any other number or percentage required for amendment contained in the declaration. The potential for amendment provides an alternative form of protection against the possibility that if the unit owners conclude that the "outside" directorships are detrimental to unit owners, the owners can rid themselves of the system. However, as provided in Section 2-117(a), the unit owners' ability to enact such an amendment may be subject to approval of the amendment by another person.

8. The transition process in which control of the unit owners association passes from declarant control to unit owner control is one that frequently leads to disagreements between the declarant and the unit owners who may be disgruntled about a range of matters: construction quality, management of the association and its funds, allegations of unfulfilled representations, or other matters. The subject has been addressed in a number of treatises; see, eg. Hyatt, *Condominium and Homeowner Association Practice: Community Association Law*, Chap. 13, Declarant Control of Association: Transition, at 251 (3d ed. 2000).

The original Act and some of the 2008 amendments seek to address various aspects of the transition process. For example, new Section 3-124 imposes a "cooling off" period before the association may commence litigation against the declarant and those in its employ concerning construction defects, while existing Section 3-105 allows the unit owners association, after transition occurs, to terminate contracts entered into by the declarant on the association's behalf while the declarant controls the association.

Some States, in adopting this Act, have included amendments that expand the obligations

of declarants during the time they control the association and at the time of transition. See, e.g., Conn. Gen. Stat. 47-245 (h) and (i) [the cognate provision to UCIOA § 3-103] which requires that, first, during the period of declarant control, the declarant must regularly provide the unit owners with a current financial statement of the association; and, second, within 30 days after turnover of control, the declarant must also deliver to the association all property of the unit owners and of the association held or controlled by the declarant.

SECTION 3-104. TRANSFER OF SPECIAL DECLARANT RIGHTS.

(a) A special declarant right (Section 1-103(29)) created or reserved under this [act] may be transferred only by an instrument evidencing the transfer recorded in every [county] in which any portion of the common interest community is located. The instrument is not effective unless executed by the transferee.

(b) Upon transfer of any special declarant right, the liability of a transferor declarant is as follows:

(1) A transferor is not relieved of any obligation or liability arising before the transfer and remains liable for warranty obligations imposed upon him by this [act]. Lack of privity does not deprive any unit owner of standing to maintain an action to enforce any obligation of the transferor.

(2) If a successor to any special declarant right is an affiliate of a declarant (Section 1-103(1)), the transferor is jointly and severally liable with the successor for any obligations or liabilities of the successor relating to the common interest community.

(3) If a transferor retains any special declarant rights, but transfers other special declarant rights to a successor who is not an affiliate of the declarant, the transferor is liable for any obligations or liabilities imposed on a declarant by this [act] or by the declaration relating to the retained special declarant rights and arising after the transfer.

(4) A transferor has no liability for any act or omission or any breach of a contractual or warranty obligation arising from the exercise of a special declarant right by a successor declarant who is not an affiliate of the transferor.

(c) Unless otherwise provided in a mortgage instrument, deed of trust, or other agreement creating a security interest, in case of foreclosure of a security interest, sale by a trustee under an agreement creating a security interest, tax sale, judicial sale, or sale under Bankruptcy Code or receivership proceedings, of any units owned by a declarant or real estate in a common interest community subject to development rights, a person acquiring title to all the property being foreclosed or sold, but only upon his request, succeeds to all special declarant rights related to that property held by that declarant, or only to any rights reserved in the declaration pursuant to Section 2-115 and held by that declarant to maintain models, sales offices, and signs. The judgment or instrument conveying title must provide for transfer of only the special declarant rights requested.

(d) Upon foreclosure of a security interest, sale by a trustee under an agreement creating a security interest, tax sale, judicial sale, or sale under Bankruptcy Code or receivership proceedings, of all interests in a common interest community owned by a declarant:

- (1) the declarant ceases to have any special declarant rights, and
- (2) the period of declarant control (Section 3-103(d)) terminates unless the judgment or instrument conveying title provides for transfer of all special declarant rights held by that declarant to a successor declarant.

(e) The liabilities and obligations of a person who succeeds to special declarant rights are as follows:

(1) A successor to any special declarant right who is an affiliate of a declarant is subject to all obligations and liabilities imposed on the transferor by this [act] or by the declaration.

(2) A successor to any special declarant right, other than a successor described in paragraph (3) or (4) or a successor who is an affiliate of a declarant, is subject to the obligations

and liabilities imposed by this [act] or the declaration:

(i) on a declarant which relate to the successor's exercise or nonexercise of special declarant rights; or

(ii) on his transferor, other than:

(A) misrepresentations by any previous declarant;

(B) warranty obligations on improvements made by any previous declarant, or made before the common interest community was created;

(C) breach of any fiduciary obligation by any previous declarant or his appointees to the executive board; or

(D) any liability or obligation imposed on the transferor as a result of the transferor's acts or omissions after the transfer.

(3) A successor to only a right reserved in the declaration to maintain models, sales offices, and signs (Section 2-115), may not exercise any other special declarant right, and is not subject to any liability or obligation as a declarant, except the obligation to provide a public offering statement [,] and any liability arising as a result thereof [, ~~an~~ and obligations under [Article] 5].

(4) A successor to all special declarant rights held by a transferor who succeeded to those rights pursuant to a deed or other instrument of conveyance in lieu of foreclosure or a judgment or instrument conveying title under subsection (c), may declare in a recorded instrument the intention to hold those rights solely for transfer to another person. Thereafter, until transferring all special declarant rights to any person acquiring title to any unit or real estate subject to development rights owned by the successor, or until recording an instrument permitting exercise of all those rights, that successor may not exercise any of those rights other than any right held by his transferor to control the executive board in accordance with Section

3-103(d) for the duration of any period of declarant control, and any attempted exercise of those rights is void. So long as a successor declarant may not exercise special declarant rights under this subsection, the successor declarant is not subject to any liability or obligation as a declarant other than liability for his acts and omissions under Section 3-103(d).

(f) Nothing in this section subjects any successor to a special declarant right to any claims against or other obligations of a transferor declarant, other than claims and obligations arising under this [act] or the declaration.

Comment

1. This section deals with the issue of the extent to which obligations and liabilities imposed upon a declarant by this Act are transferred to a third party by a transfer of the declarant's interest in a common interest community. There are two parts to the problem. First, what obligations and liabilities to unit owners (both existing and future) should a declarant retain, notwithstanding his transfer of interests. Second, what obligations and liabilities may fairly be imposed upon the declarant's successor in interest.

2. This section strikes a balance between the obvious need to protect the interests of unit owners and the equally important need to protect innocent successors to a declarant's rights, especially persons such as mortgagees whose only interest in the project is to protect their debt security. The general scheme of the section is to impose upon a declarant continuing obligations and liabilities for promises, acts, or omissions undertaken during the period that he was in control of the community, while relieving a declarant who transfers all or part of his special declarant rights in a project of such responsibilities with respect to the promises, acts, or omissions of a successor over whom he has no control. Similarly, the section absolves a non-affiliated transferee of responsibility for the promises, acts, or omissions of a transferor declarant over which he had no control. Finally, the section makes special provision for the interests of certain successor declarants (*e.g.*, a mortgagee who succeeds to the rights of the declarant pursuant to a "deed in lieu of foreclosure" and who holds the project solely for transfer to another person) by relieving such persons of virtually all of the obligations and liabilities imposed upon declarants by this Act.

3. Subsection (a) provides that a successor in interest to a declarant may acquire the special rights of the declarant only by recording an instrument which reflects a transfer of those rights. This recordation requirement is important to determine the duration of the period of declarant control pursuant to Section 3-103(d) and (e), as well as to place unit owners on notice of all persons entitled to exercise the special rights of a declarant under this Act. The transfer by a declarant of all of his interest in a project to a successor without a concomitant transfer of the special rights of a declarant pursuant to this subsection, results in the automatic termination of such special declarant rights and of any period of declarant control.

A declarant may wish to transfer special declarant rights as a part of his transfer to

another person of units already constructed in a cooperative. If the declaration has specified that units are personal property, the transfer of the units themselves will be personal property transfers not subject to the real estate recording act. However, under subsection (a), if special declarant rights are to be transferred, that transfer must be evidenced by an instrument recorded in every county in which the cooperative lies. The intent of that provision is that the recording be in the land records and identify the real estate involved so that a title examination relating to the land in the cooperative would reveal the transfer of the special declarant right.

In a common interest community, a mortgage recorded prior to the recordation of the declaration would have priority over any rights of declarants or unit owners arising under the declaration. However, under Section 2-118(k) and (l), foreclosure of such a mortgage does not automatically terminate the effectiveness of a **condominium or planned community** declaration; the declaration becomes ineffective as to the land covered by the prior mortgage only if the purchaser at the foreclosure sale records an instrument excluding the real estate from the condominium or planned community. If the purchaser on the foreclosure of the prior mortgage elects to have the real estate remain in the condominium or planned community, it becomes a successor declarant subject to the general rules of this section, including those applicable to persons who acquire special declarant rights by virtue of foreclosure sales (subsection c).

However, under the Act, foreclosure of a mortgage which is prior to a **cooperative** declaration automatically removes the real estate from the cooperative since there is nothing in the Act which would change the ordinary rule that the foreclosure of a mortgage which is prior to any restrictive covenants or easements results in a transfer free of those “junior interests.” (See Section 2-118(k) and (l).)

Therefore, in the absence of some contractual arrangement between the mortgagee and the association under which the buyer at the foreclosure sale has a right to reconvey the property to the association, the purchaser at the foreclosure sale could not succeed to any development rights of the declarant since the property would be removed from the cooperative by the foreclosure sale itself. However, there is nothing in the act which would preclude the developer from having the association contractually obligate itself to retake title to foreclosed property on specified terms. If the underlying mortgage is of the entire cooperative property, there would probably be no advantage in such an arrangement since the foreclosing mortgagee with the entire project could set up his own cooperative association and undertake new marketing efforts without regard to the obligations and liabilities of the prior cooperative association. If, on the other hand, the mortgage is on only a portion of the cooperative project there may be distinct advantage in giving the purchaser at the foreclosure sale the power to reconvey the property to the association and having the purchaser become owner of the units which would exist or could be created in the property. In such a case, the position of the mortgagee would be essentially the same as that of a declarant who acquires the special declarant right to add additional land to the cooperative.

If the developer, while in control of the cooperative association, has had the cooperative association grant a mortgage in its real estate and has subordinated the declaration to the mortgage, the situation is the same as that just described: on foreclosure, that real estate would no longer be a part of the cooperative. Again, in the ordinary case no special declarant rights could pass to the purchaser at the foreclosure sale since he would not have any real estate in the

cooperative. If, however, the association is obligated to accept a reconveyance of the real estate which has been foreclosed the purchaser at the foreclosure sale would have special declarant rights as just described.

If the declarant in a cooperative has given a mortgage or security interest in his own special declarant rights or in his unsold units, purchasers at the foreclosure sale would acquire rights as to property still in the cooperative and would therefore be able to succeed to the declarant's special declarant rights.

4. Under subsection (b), a transferor declarant remains liable to unit owners (both existing and future) for all obligations and liabilities, including warranty obligations on all improvements made by him, arising prior to the transfer. If a declarant transfers any special declarant right to an affiliate (as defined in Section 1-103(1)), the transferor remains subject to all liabilities specified in paragraph (1) of subsection (b) and, in addition, is jointly and severally liable with his successor in interest for all obligations and liabilities of the successor.

5. The obligations and liabilities imposed upon transferee declarants under the Act are set forth in subsection (e). In general, a transferee declarant (other than an affiliate of the original declarant and other than a successor by foreclosure or conveyance in lieu of foreclosure) becomes subject to all obligations and liabilities imposed upon a declarant by the Act or by the declaration with respect to any promises, acts, or omissions undertaken subsequent to the transfer which relate to the rights he holds. Such a transferee also is liable for the promises, acts, or omissions of the original declarant undertaken prior to the transfer, except as set forth in paragraph (e)(2)(ii). For example, because of the exclusions in (e)(2)(ii), a successor declarant would not be liable for the warranty obligations of the original declarant with respect to improvements to the project made by the original declarant. Similarly, a successor would not be liable, under normal circumstances, for any misrepresentation or breach of fiduciary duty by the original declarant prior to the transfer. The successor is liable, however to complete improvements which the developer is obligated to complete under Section 4-119.

6. To preclude declarants from evading their obligations and liabilities under this Act by transferring their interests to affiliated companies, paragraph (1) of subsection (e) makes clear that any successor declarant who is an affiliate of the original declarant is subject to all obligations and liabilities imposed upon the original declarant by the Act or by the declaration. Similarly, as previously noted, paragraph (2) of subsection (b) provides that an original declarant who transfers his rights to an affiliate remains jointly and severally liable with his successor for all obligations and liabilities imposed upon declarants by the Act or by the declaration.

7. The section handles the problem of certain successor declarants (*i.e.*, persons whose sole interest in the project is the protection of debt security) in three ways. First, subsection (c) provides that, in the case of a foreclosure of a security interest or a sale by a trustee in bankruptcy of any units owned by a declarant, any person acquiring title to all of the units being foreclosed or sold may request the transfer of special declarant rights. In that event, and only upon such request, such rights will be transferred in the instrument conveying title to the units and such transferee will thereafter become a successor declarant subject to the other provisions of this section. In the event of a foreclosure, sale by a trustee under a deed of trust, or sale by a trustee in bankruptcy of **all** units owned by a declarant, if the transferee of such units does not request the transfer of special declarant rights then, under subsection (d), those special declarant

rights cease to exist and any period of declarant control terminates.

Second, any person who succeeds to special declarant rights as a result of the transfers just described, or by a conveyance in lieu of foreclosure, may, pursuant to paragraph (4) of subsection (e), declare his intention (in a recorded instrument) to hold those rights solely for transfer to another person. Thereafter, such a successor may transfer all special declarant rights to a third party acquiring title to any units owned by the successor but may not, prior to such transfer, exercise any special declarant rights other than the right to control the executive board of the association in accordance with the provisions of Section 3-103(c). A successor declarant who holds special declarant rights solely for transfer is relieved of any liability under the Act except liability for any acts or omissions related to his control of the executive board of the association. This provision is designed to deal with the typical problem of a foreclosing lender who opts to bid in and obtain the project at the foreclosure sale solely for the purpose of subsequent resale. It permits a foreclosing lender to undertake such a transaction without incurring the full burden of declarant obligations and liabilities. At the same time, the provision recognizes the need for continuing operation of the association and, to that end, permits a foreclosing lender to assume control of the association for the purpose of ensuring a smooth transition.

Third, paragraph (3) of subsection (e) provides that a successor who has only the right to maintain model units, sales offices, and signs does not thereby become subject to any obligations or liabilities as a declarant, except for the obligation to provide a public offering statement and any liability resulting therefrom. This provision also is designed to protect mortgage lenders and contemplates the situation where a lender takes over a project and desires to sell out existing units without making any additional improvements to the project. This provision facilitates such a transaction by relieving the mortgage lender, in that instance, from the full burden of obligations and liabilities ordinarily imposed upon a declarant under the Act.

Under Section 2-110, a declarant may reserve the right to create additional units in portions of a common interest community which were originally designated as common elements, even though, in a condominium, rights of unit owners have otherwise attached to the common elements, and even though, in a planned community or cooperative, the common elements have been conveyed to the association. The declarant, upon creation, becomes the owner of any units created. The right to create the units is an interest in land which may be sold or in which a security interest may be granted. If the mortgagee of that interest forecloses, the purchaser at the foreclosure sale has the choices concerning development rights and resulting liability which are described in the preceding paragraph. That is, under subsections (c) and (d), the purchaser may limit his liability by agreeing to hold the developments only for the purpose of transfer as provided by paragraph (e)(4) or may buy the rights under paragraph (c).

SECTION 3-105. TERMINATION OF CONTRACTS AND LEASES OF DECLARANT.

(a) ~~Except as provided in Section 1-207, if entered into before~~ Within two years after the
executive board elected by the unit owners pursuant to Section 3-103(f) takes office, the

association may be terminated terminate without penalty, by the association at any time after the executive board elected by the unit owners pursuant to Section 3-103(f) takes office upon not less than [90] days' notice to the other party, any of the following if it was entered into before the executive board was elected:

(1) ~~(i)~~ any management, maintenance, operations, or -contract, employment contract, or lease of recreational or parking areas or facilities; or

(2) ~~(ii)~~ any other contract or lease between the association and a declarant or an affiliate of a declarant; ~~or~~

(b) ~~(iii)~~ The association may terminate without penalty, at any time after the executive board elected by the unit owners pursuant to Section 3-103(f) takes office upon not less than [90] days' notice to the other party, any contract or lease that is not bona fide or was unconscionable to the unit owners at the time entered into. under the circumstances then prevailing, may be terminated without penalty by the association at any time after the executive board elected by the unit owners pursuant to Section 3-103(f) takes office upon not less than [90] days' notice to the other party.

(c) This section does not apply to:

(1) ~~(i)~~ any lease the termination of which would terminate the common interest community or reduce its size, unless the real estate subject to that lease was included in the common interest community for the purpose of avoiding the right of the association to terminate a lease under this section; or

(2) ~~(ii)~~ a proprietary lease.

Comment

1. This section deals with a common problem in the development of condominium, planned community, and cooperative projects: the temptation on the part of the developer, while in control of the association, to enter into, on behalf of the association, long-term contracts and leases with himself or with an affiliated entity.

The Act deals with this problem in two ways. First, Section 3-103(a) imposes upon all executive board members appointed by the declarant liability as fiduciaries of the unit owners for all of their acts or omissions as members of the board. Second, Section 3-105 provides for the termination of certain contracts and leases made during a period of declarant control.

2. In addition to contracts or leases made by a declarant with himself or with an affiliated entity, there are also certain contracts and leases so critical to the operation of the common interest community and to the unit owners' full enjoyment of their rights of ownership that they too should be voidable by the unit owners upon the expiration of any period of declarant control. At the same time, a statutorily-sanctioned right of cancellation should not be applicable to all contracts or leases which a declarant may enter into in the course of developing a project. For example, a commercial tenant would not be willing to invest substantial amounts in equipment and other improvements for the operation of his business if the lease could unilaterally be canceled by the association. Accordingly, this section provides that (subject to the exception set forth in the last sentence thereof), upon the expiration of any period of declarant control, the association may terminate without penalty, any "critical" contract (*i.e.*, any management contract, employment contract, or lease of recreational or parking areas or facilities) entered into during a period of declarant control, any contract or lease to which the declarant or an affiliate of the declarant is a party, or any contract or lease previously entered into by the declarant which is not *bona fide* or which was unconscionable to the unit owners at the time entered into under the circumstances then prevailing.

3. The last sentence of the section addresses the usual leasehold common interest community situation where the underlying real estate is subject to a long-term ground lease. Because termination of the ground lease would terminate the community, this sentence prevents cancellation. However, in order to avoid the possibility that recreation and other leases otherwise cancelable under subsection (a) will be restructured to come within the exception, a subjective test of "intent" is imposed. Under the test, if a declarant's principal purpose in subjecting the leased real estate to the common interest community was to prevent termination of the lease, the lease may nevertheless be terminated.

4. The 1994 amendment to this section tracks the greater flexibility given declarants of nonresidential common interest communities in Section 1-207.

5. The 2008 amendments contain two significant amendments in this section, one that limits the rights of unit owners to cancel declarant-imposed contracts to a two-year period, and a second that significantly expands the variety of contracts subject to cancellation during that two year period.

The first amendment limits the association's cancellation right to the 2 year period that begins when the unit owners assume control of the association. As drafted, contracts not cancelled during that 2 year period would become non-cancelable and presumably enforceable in accordance with their terms, subject to the rules of unconscionability in section 1-112 and in subsection (c) of this section. The drafters concluded that, on balance, associations are better served by the ability of third parties to rely on the enforceability of contracts between themselves and the associations if the association's right to unilaterally cancel those contracts was subject to a reasonable outer limit of two years after the time the independent directors assumed office.

The two year limit seems especially appropriate since the 2008 amendments considerably increase the types of enumerated contracts that are subject to cancellation, to include maintenance and operations contracts, regardless of whether those contracts were entered into with the declarant or an independent third party.

Finally, the two year limitation on the power to cancel contracts does not apply to contracts that were not “bonafide” at the time entered into, or were unconscionable. This preserves the rule as it existed in earlier versions of the Act, and is consistent with Section 1-112.

SECTION 3-106. BYLAWS.

(a) The bylaws of the association must ~~provide~~:

(1) provide the number of members of the executive board and the titles of the officers of the association;

(2) provide for election by the executive board or, if the declaration requires, by the unit owners, of a president, treasurer, secretary, and any other officers of the association the bylaws specify;

(3) specify the qualifications, powers and duties, terms of office, and manner of electing and removing executive board members and ~~offices~~ officers and filling vacancies;

(4) ~~which, if any, of its~~ specify the powers the executive board or officers may delegate to other persons or to a managing agent;

(5) ~~which of its~~ specify the officers who may prepare, execute, certify, and record amendments to the declaration on behalf of the association; ~~and~~

(6) specify a method for ~~amending~~ the unit owners to amend the bylaws ~~by the unit owners~~;

(7) contain any provision necessary to satisfy requirements in this [act] or the declaration concerning meetings, voting, quorums, and other activities of the association; and

(8) provide for any matter required by law of this state other than this [act] to appear in the bylaws of organizations of the same type as the association.

(b) Subject to ~~the provisions of the declaration and this [act]~~, the bylaws may provide for

any other necessary or appropriate matters ~~the association deems necessary and appropriate,~~
including matters that could be adopted as rules.

Comment

1. Because the Act does not require the recordation of bylaws, it is contemplated that unrecorded bylaws will set forth only matters relating to the internal operations of the association and various “housekeeping” matters with respect to the common interest community. The Act requires specific matters to be set forth in the recorded declaration and not in the bylaws, unless the bylaws are to be recorded as an exhibit to the declaration.

2. The requirement, set forth in subsection (a)(5), that the bylaws designate which of the officers of the association has the responsibility to prepare, execute, certify, and record amendments to the declaration reflects the obligation imposed upon the association by several provisions of this Act to record such amendments in certain circumstances. These provisions include Section 1-107 (Eminent Domain), Section 2-106 (expiration of certain leases), Section 2-112 (Relocation of Boundaries Between Adjoining Units), and Section 2-113 (subdivision or conversion of units). Section 2-117(e) provides that, if no officer is designated for this purpose, it shall be the duty of the president.

3. By deleting the words “if any,” in sub-section (4) in 2008, the drafters did not intend a substantive change. As re-drafted, the Act does not require the Board to delegate any of its powers.

4. The Act does not prevent the bylaws from permitting the executive board to delegate all its powers to a manager or to another entity. Whether or not such a delegation were to take place, the law of principal and agent would apply to that relationship, and the executive board would remain responsible for fulfillment of its duties imposed under this Act.

5. As the definition of the term “bylaws” makes clear, the bylaws are intended to address procedural matters affecting the governance of the association. They are not intended to contain matters that might affect title to real property nor any of the covenants restricting the use of the units or the common property. That is one of the primary reasons why the Act requires that the declaration be recorded on the land records, while the bylaws need not be recorded.

6. The bylaws might include a broad range of qualifications for directors and officers. This Act neither imposes constraints on what these qualifications might be or mandates any such qualifications, other than the requirement that, after the period of declarant control ends, a majority of directors must be unit owners. Other law, of course, such as laws prohibiting various forms of discrimination, may independently impose limits on permissible qualifications.

7. The 2008 amendment to Section 3-106(a)(6) requires the bylaws to state a method by which the unit owners may amend the bylaws. This provision complements the new text in Section 3-102 (b) that precludes the executive board from amending the bylaws.

SECTION 3-107. UPKEEP OF COMMON INTEREST COMMUNITY.

(a) Except to the extent provided by the declaration, subsection (b), or Section 3-113(h), the association is responsible for maintenance, repair, and replacement of the common elements, and each unit owner is responsible for maintenance, repair, and replacement of his unit. Each unit owner shall afford to the association and the other unit owners, and to their agents or employees, access through his unit reasonably necessary for those purposes. If damage is inflicted on the common elements or on any unit through which access is taken, the unit owner responsible for the damage, or the association if it is responsible, is liable for the prompt repair thereof.

(b) In addition to the liability that a declarant as a unit owner has under this [act], the declarant alone is liable for all expenses in connection with real estate subject to development rights. No other unit owner and no other portion of the common interest community is subject to a claim for payment of those expenses. Unless the declaration provides otherwise, any income or proceeds from real estate subject to development rights inures to the declarant.

(c) In a planned community, if all development rights have expired with respect to any real estate, the declarant remains liable for all expenses of that real estate unless, upon expiration, the declaration provides that the real estate becomes common elements or units.

Comment

1. The Act permits the declaration to separate maintenance responsibility from ownership. This is commonly done in practice. In the absence of any provision in the declaration, maintenance responsibility follows ownership of the unit or rests with the association in the case of common elements. Under this Act, limited common elements (which might include, for example, patios, balconies, and parking spaces) are common elements. *See* Section 1-103(19). As a result, under subsection (a), unless the declaration provides that unit owners are responsible for the upkeep of such limited common elements, the association will be responsible for their maintenance. Under Section 3-115(c), the cost of maintenance, repair, and replacement for such limited common elements is assessed against all the units in the common interest community, unless the declaration provides for such expenses to be paid only by the units **benefitted**. *See* Comment 1 to Section 2-108.

2. Under Section 2-110, a declarant may reserve the right to create units in portions of the common interest community originally designated as common elements. However, under

Section 3-107(b), the developer is obligated to pay all of the expenses of (including real estate taxes properly apportionable to) that real estate even though, in the case of a planned community or cooperative, it has been conveyed to the association. As to real estate taxes, *see* Section 1-105(c).

SECTION 3-108. MEETINGS. ~~A meeting of the association must be held at least once each year. Special meetings of the association may be called by the president,~~

(a) The following requirements apply to unit owner meetings:

(1) An association shall hold a meeting of unit owners annually at a time, date, and place stated in or fixed in accordance with the bylaws.

(2) An association shall hold a special meeting of unit owners to address any matter affecting the common interest community or the association if its president, a majority of the executive board, or by unit owners having at least 20 percent, or any lower percentage specified in the bylaws, of the votes in the association request that the secretary call the meeting. Not less than [10] nor more than [60] days in advance of any meeting, the secretary or other officer specified in the bylaws shall cause notice to be hand-delivered or sent prepaid. If the association does not notify unit owners of a special meeting within 30 days after the requisite number or percentage of unit owners request the secretary to do so, the requesting members may directly notify all the unit owners of the meeting. Only matters described in the meeting notice required by paragraph (3) may be considered at a special meeting.

(3) An association shall notify unit owners of the time, date, and place of each annual and special unit owners meeting not less than 10 days or more than 60 days before the meeting date. Notice may be by any means described in Section 3-121 by United States mail to the mailing address of each unit or to any other mailing address designated in writing by the unit owner. The notice of any meeting must state the time, date and place of the meeting and the items on the agenda, including:

(A) a statement of the general nature of any proposed amendment to the

declaration or bylaws;

(B) any budget changes; and

(C) any proposal to remove an officer or member of the executive board.

(4) The minimum time to give notice required by paragraph (3) may be reduced or waived for a meeting called to deal with an emergency.

(5) Unit owners must be given a reasonable opportunity at any meeting to comment regarding any matter affecting the common interest community or the association.

(6) The declaration or bylaws may allow for meetings of unit owners to be conducted by telephonic, video, or other conferencing process, if the alternative process is consistent with subsection (b)(7).

(7) Except as otherwise provided in the bylaws, meetings of the association must be conducted in accordance with the most recent edition of Roberts' Rules of Order Newly Revised.

(b) The following requirements apply to meetings of the executive board and committees of the association authorized to act for the association:

(1) Meetings must be open to the unit owners except during executive sessions. The executive board and those committees may hold an executive session only during a regular or special meeting of the board or a committee. No final vote or action may be taken during an executive session. An executive session may be held only to:

(A) consult with the association's attorney concerning legal matters;

(B) discuss existing or potential litigation or mediation, arbitration, or administrative proceedings;

(C) discuss labor or personnel matters;

(D) discuss contracts, leases, and other commercial transactions to

purchase or provide goods or services currently being negotiated, including the review of bids or proposals, if premature general knowledge of those matters would place the association at a disadvantage; or

(E) prevent public knowledge of the matter to be discussed if the executive board or committee determines that public knowledge would violate the privacy of any person.

(2) For purposes of this section, a gathering of board members at which the board members do not conduct association business is not a meeting of the executive board. The executive board and its members may not use incidental or social gatherings of board members or any other method to evade the open meeting requirements of this section.

(3) During the period of declarant control, the executive board shall meet at least four times a year. At least one of those meetings must be held at the common interest community or at a place convenient to the community. After termination of the period of declarant control, all executive board meetings must be at the common interest community or at a place convenient to the community unless the unit owners amend the bylaws to vary the location of those meetings.

(4) At each executive board meeting, the executive board shall provide a reasonable opportunity for unit owners to comment regarding any matter affecting the common interest community and the association.

(5) Unless the meeting is included in a schedule given to the unit owners or the meeting is called to deal with an emergency, the secretary or other officer specified in the bylaws shall give notice of each executive board meeting to each board member and to the unit owners. The notice must be given at least 10 days before the meeting and must state the time, date, place, and agenda of the meeting.

(6) If any materials are distributed to the executive board before the meeting, the executive board at the same time shall make copies of those materials reasonably available to unit owners, except that the board need not make available copies of unapproved minutes or materials that are to be considered in executive session.

(7) Unless the declaration or bylaws otherwise provide, the executive board may meet by telephonic, video, or other conferencing process if:

(A) the meeting notice states the conferencing process to be used and provides information explaining how unit owners may participate in the conference directly or by meeting at a central location or conference connection; and

(B) the process provides all unit owners the opportunity to hear or perceive the discussion and ~~offer comments~~ to comment as provided in paragraph (4) ~~subsection (4)(d)~~.

(8) After termination of the period of declarant control, unit owners may amend the bylaws to vary the procedures for meetings ~~conference calls~~ described in ~~this subsection~~ paragraph (7)(ii).

(9) Instead of meeting, the executive board may act by unanimous consent as documented in a record authenticated by all its members. The secretary promptly shall give notice to all unit owners of any action taken by unanimous consent. After termination of the period of declarant control, the executive board may act by unanimous consent only to undertake ministerial actions or to implement actions previously taken at a meeting of the executive board.

(10) Even if an action by the executive board is not in compliance with this section, it is valid unless set aside by a court. A challenge to the validity of an action of the executive board for failure to comply with this section may not be brought more than [60] days after the minutes of the executive board of the meeting at which the action was taken are

approved or the record of that action is distributed to unit owners, whichever is later.

Comment

1. Original Section 3-108 was significantly amended and reorganized in 2008. New subsection (a) imposes a variety of requirements dealing exclusively with unit owner meetings, while subsection (b) contains new “open meeting” requirements for executive board meetings and meetings of committees which are authorized to act for the Board. Importantly, this section will apply to all common interest communities in the adopting state, including “old” communities created before the effective date of the Act, by virtue of Section 1-204 (a)(13).

In addition to style changes in the previous 3-108, subsection (a) creates several new provisions designed to enhance unit owner participation in unit owner meetings. For example, paragraph (a)(5) requires that unit owners be provided the opportunity to address the executive board during each meeting of the unit owners. While this provision is an important part of the democratization process in community associations, it is implicit that the officers and executive board members have the inherent right to establish reasonable controls over the behavior of unit owners during the meetings. Thus, for example, the board could prevent unit owners from interrupting the regular conduct of business and the time of other speakers, and could, as well, set reasonable limits on the number of speakers at any one meeting, the repetitiveness of unit owner comments, and the aggregate time that unit owners may consume during the meeting.

2. Subsection (a)(2) provides that, with respect to special meetings of the unit owners, “only matters described in the meeting notice...may be considered at” that meeting. The purpose of limiting the agenda of a special meeting to the subjects identified in the notice is to allow a member, who has no concern about the items listed in the notice, to decide not to attend the meeting, secure in the knowledge that other topics cannot be raised and voted on without his or her knowledge. A generic heading such as “New Business” would not be sufficient to permit items to be taken up if they were not otherwise described in the notice. In contrast, of course, at an annual meeting, unit owners are entitled to consider any matter, whether or not on an agenda.

3. Subsection (a)(3) continues to detail the procedures and minimum content of the notice sent to unit owners. Importantly, the notice must contain “a statement of the general nature of any proposed amendment to the declaration or bylaws,” rather than containing the precise text of any proposed amendment. Thus, the unit owners are entitled to make germane amendments to whatever text is proposed at the meeting; they are not bound to a “yes” or “no” vote on text fixed in that notice.

4. The 2008 amendments acknowledge in several places that the “town meeting” model for unit owner meetings - where only those persons physically present at a meeting of unit owners may vote - is no longer suited to a considerable number of communities, particularly larger communities and communities made up largely of second homes. While the Act has always contemplated the possibility of proxy voting, see, e.g., Section 3-110 (c), this section greatly expands the available procedures for voting, to include absentee ballots and voting without a meeting by electronic means or paper ballots; see Section 3-110(a) and (d). In addition, Section 3-108(a)(6) contemplates that the declaration or bylaw may provide for unit owners to “meet” “by telephonic, video or other conferencing method....”

5. Subsection (a)(7) provides that meetings of the association must be conducted in accordance with Robert's Rules of Order unless the bylaws otherwise provide. As a consequence of this default rule, it was not necessary for this Act to address a range of procedural issues and, in the normal situation, it will be unnecessary for the association to adopt detailed meeting procedures, either in the bylaws or in separate rules.

By way of example, we might assume that a regularly scheduled unit owners' meeting was properly noticed and held, but that a quorum was not present. In that case, the procedural issue is presented as to whether that meeting might be recessed in these circumstances to enable solicitation of more attendance, or proxies, in order to conduct business. The statute might be drafted to address the issue, either directly or by requiring the bylaws to address it. The default rule of relying on Robert's Rules, however, completely resolves the issue, by expressly permitting a recess in these circumstances. See *Robert's Rules of Order Newly Revised* (10th ed. 2000) at 336-37.

Of course, it may be that the board of an association may prefer a more simplified set of meeting procedures. The bylaws could be amended to adopt such procedure, and many models are available. See, e.g., Nagle, *Meetings and Elections: How Community Associations Exercise Democracy* (CAI Press, 2005).

6. Subsection (b) sets out an entirely new set of "open meeting" requirements for meetings of the executive board and committees to which the board has delegated authority. The provisions are generally consistent with several existing state statutes; see, eg, Virginia Stat. Ann. § 55-510.1. The highlights of the section are these:

First, the section provides generally that all meetings of the executive committee (except executive sessions) must be open to unit owners. To make this right meaningful, the section requires that unit owners be given notice of those meetings, access to the same materials provided to members of the executive board, and the right to speak at executive board meetings.

Second, while the executive board may meet in executive session, the purposes for which such meetings may be held, and the permissible outcomes of those meetings are considerably limited. Such sessions may only be held in conjunction with a regular or special meeting of the executive board (and therefore noticed to unit owners); no final vote or action may be taken during an executive session; and the purposes for which an executive session may be held are considerably circumscribed.

Third, the Act provides that the board and its members "may not use incidental or social gatherings of board members or any other method to evade" the open meeting requirements of this section.

Fourth, the Act mandates that the executive board meet at least four times a year, and that those meetings "must be at" or "at a place convenient to" the common interest community.

Fifth, while the executive board may meet telephonically, by video or other conferencing method, it may only do so if unit owners have a means to participate in that conference and hear or perceive the proceedings.

Sixth, while the executive board may act without a meeting by unanimous written consent - a procedure uniformly allowed by all corporate statutes - they may do so after the period of declarant control “only to undertake ministerial actions or to implement actions previously taken at a meeting of the executive board.”

7. Subsection (b)(5) does provide that the need for notice to unit owners of executive board meetings may be avoided in the event of an “emergency”. While the Act does not define that term, the concept plainly includes the notion of “immediate irreparable harm” or other circumstances where the board must act promptly to either avoid an adverse outcome or avoid failing to take advantage of an opportunity. “Emergency” includes the further notion that there is insufficient time from the time the issue came to the attention of the directors to give complete notice to owners.

8. Subsection (b)(10) seeks to strike a balance between the open meeting requirements of subsection (b) and the legitimate expectations of third parties who may rely on the action of an executive board that, in hindsight, was taken without complying with the notice or other constraints imposed on executive board actions by this section. Under this section, a decision of the executive board will be insulated from challenge because of defective notice to unit owners or other failure if the challenge is not brought within 60 days after the minutes of the executive board at which the action is taken are distributed, or those minutes are approved, whichever is later.

SECTION 3-109. ~~QUORUMS~~ QUORUM.

(a) Unless the bylaws otherwise provide ~~otherwise~~, a quorum is present throughout any meeting of the ~~association~~ unit owners if persons entitled to cast [20] percent of the votes ~~that may be cast for election of the executive board in the association:~~

(1) are present in person or by proxy at the beginning of the meeting;

(2) have cast absentee ballots solicited in accordance with Section 3-110 (c)(4)

which have been delivered to the secretary in a timely manner; or

(3) are present by any combination of paragraphs (1) and (2).

(b) Unless the bylaws specify a larger ~~percentage number~~, a quorum of the executive board ~~is deemed present for purposes of determining the validity of any action throughout any taken at a meeting of the executive board only if individuals~~ persons entitled to cast [50] percent a majority of the votes on that board are present at the time a vote regarding that action is taken.
at the beginning of the meeting. If a quorum is present when a vote is taken, the affirmative vote

of a majority of the board members present is the act of the executive board unless a greater vote is required by the declaration or bylaws.

Comment

Mandatory quorum requirements lower than 50 percent for meetings of the association are often justified because of the common difficulty of inducing unit owners to attend meetings. The problem is particularly acute in the case of resort common interest communities where many owners may reside elsewhere, often at considerable distances, for most of the year.

SECTION 3-110. VOTING; PROXIES; BALLOTS.

(a) Unless prohibited or limited by the declaration or bylaws, unit owners may vote at a meeting in person, by absentee ballot pursuant to subsection (b)(4), by a proxy pursuant to subsection (c) or, when a vote is conducted without a meeting, by electronic or paper ballot pursuant to subsection (d).

(b) At a meeting of unit owners the following requirements apply:

(1) Unit owners who are present in person may vote by voice vote, show of hands, standing, or any other method for determining the votes of unit owners, as designated by the person presiding at the meeting.

(a)(2) If only one of several owners of a unit is present at a meeting of the association, that owner is entitled to cast all the votes allocated to that unit. If more than one of the owners are present, the votes allocated to that unit may be cast only in accordance with the agreement of a majority in interest of the owners, unless the declaration expressly provides otherwise. There is majority agreement if any one of the owners casts the votes allocated to that the unit without protest being made promptly to the person presiding over the meeting by any of the other owners of the unit.

(3) Unless a greater number or fraction of the votes in the association is required by this [act] or the declaration, a majority of the votes cast determines the outcome of any action of the association.

(4) Subject to subsection (a), a unit owner may vote by absentee ballot without being present at the meeting. The association promptly shall deliver an absentee ballot to an owner that requests it if the request is made at least [three] days before the scheduled meeting. Votes cast by absentee ballot must be included in the tally of a vote taken at that meeting.

(5) When a unit owner votes by absentee ballot, the association must be able to verify that the ballot is cast by the unit owner having the right to do so.

(b) (c) Except as otherwise provided in the declaration or bylaws, the following requirements apply with respect to proxy voting:

(1) Votes allocated to a unit may be cast pursuant to a directed or undirected proxy duly executed by a unit owner.

(2) If a unit is owned by more than one person, each owner of the unit may vote or register protest to the casting of votes by the other owners of the unit through a duly executed proxy.

(3) A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association.

(4) A proxy is void if it is not dated or purports to be revocable without notice.

(5) A proxy terminates one year after its date, unless it specifies a shorter term is valid only for the meeting at which it is cast and any recessed session of that meeting.

(6) A person may not cast undirected proxies representing more than [15] percent of the votes in the association.

(d) Unless prohibited or limited by the declaration or bylaws, an association may conduct a vote without a meeting. In that event, the following requirements apply:

(1) The association shall notify the unit owners that the vote will be taken by ballot.

(2) The association shall deliver a paper or electronic ballot to every unit owner entitled to vote on the matter.

(3) The ballot must set forth each proposed action and provide an opportunity to vote for or against the action.

(4) When the association delivers the ballots, it shall also:

(A) indicate the number of responses needed to meet the quorum requirements;

(B) state the percent of votes necessary to approve each matter other than election of directors;

(C) specify the time and date by which a ballot must be delivered to the association to be counted, which time and date may not be fewer than [three] days after the date the association delivers the ballot; and

(D) describe the time, date, and manner by which unit owners wishing to deliver information to all unit owners regarding the subject of the vote may do so.

(5) Except as otherwise provided in the declaration or bylaws, a ballot is not revoked after delivery to the association by death or disability or attempted revocation by the person that cast that vote.

(6) Approval by ballot pursuant to this subsection is valid only if the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action.

~~(c)~~(e) If the declaration requires that votes on specified matters affecting the common interest community be cast by lessees rather than unit owners of leased units:

~~(i)(1) the provisions of subsections (a) and (b) apply~~ this section applies to lessees as if they were unit owners;

~~(ii)(2)~~ unit owners ~~who~~ that have leased their units to other persons may not cast votes on those specified matters; and

~~(iii)(3)~~ lessees are entitled to notice of meetings, access to records, and other rights respecting those matters as if they were unit owners.

~~(f)~~ Unit owners must also be given notice, ~~in the manner provided in Section 3-108,~~ of all meetings at which lessees are entitled to vote.

~~(d)(g)~~ ~~No votes~~ Votes allocated to a unit owned by the association ~~may~~ must be cast in any vote of the unit owners in the same proportion as the votes cast on the matter by unit owners other than the association.

Comment

1. Subsection ~~(e)~~ (e) addresses an increasingly important matter in the governance of common interest communities: the role of tenants occupying units owned by investors or other persons. Most present statutes require voting by owners in the association. However, it may be desirable to give lessees, rather than lessors, of units the right to vote on issues involving day-to-day operation both because the lessees may have a greater interest than the lessors and because it is desirable to have lessees feel they are an integral part of the common interest community.

2. The 1994 version of the Uniform Common Interest Ownership Act did not contain any provision by which unit owners may cast ballots except during a physical meeting of the unit owners. As discussed in the comments to Section 3-108, the 2008 amendments significantly alter that outcome, and offer a very broad range of voting options.

The current text incorporates both existing and proposed laws from a significant number of states' corporate and common interest community statutes, as well as existing provisions of the Model Non-Stock Corporation Act, and proposed amendments to that model act that were pending at the time this Act was promulgated.

3. In the case of new Section 3-110 (d), permitting voting by ballot without the need for a meeting, the Act borrows significantly from Florida statutes governing the election of directors of the unit owners association; see Fla. Gen. Stat. 718.112 (Bylaws) (2)(d)2, 3.

4. Proxy voting has been the subject of some controversy in the states, primarily as a consequence of some unit owners seeking to collect very large numbers of undirected proxies to be cast at meetings where contested matters are to be voted on. While the declaration and bylaws may impose further restrictions on proxy voting, the 2008 amendments impose only two: subsection (c)(5) limits the validity of proxy only to the meeting at which it is cast; and (c)(6) limits the proxies that any one person may cast to a percent set by statute.

5. New subsection (g) confirms that votes allocated to units owned by the association will be counted towards the quorum for any meeting, but will otherwise not affect the outcome of the voting by other unit owners.

**SECTION 3-111. TORT AND CONTRACT LIABILITY; TOLLING OF
LIMITATION PERIOD.**

(a) A unit owner is not liable, solely by reason of being a unit owner, for an injury or damage arising out of the condition or use of the common elements. Neither the association nor any unit owner except the declarant is liable for that declarant's torts in connection with any part of the common interest community which that declarant has the responsibility to maintain.

(b) An action alleging a wrong done by the association, including an action arising out of the condition or use of the common elements, may be maintained only against the association and not against any unit owner. If the wrong occurred during any period of declarant control and the association gives the declarant reasonable notice of and an opportunity to defend against the action, the declarant who then controlled the association is liable to the association or to any unit owner for ~~(i)~~ all tort losses not covered by insurance suffered by the association or that unit owner, and ~~(ii)~~ all costs that the association would not have incurred but for a breach of contract or other wrongful act or omission. Whenever the declarant is liable to the association under this section, the declarant is also liable for all expenses of litigation, including reasonable attorney's fees, incurred by the association.

(c) Except as provided in Section 4-116(d) with respect to warranty claims, any statute of limitation affecting the association's right of action against a declarant under this [act] is tolled until the period of declarant control terminates. A unit owner is not precluded from maintaining an action contemplated by this section because he is a unit owner or a member or officer of the association. Liens resulting from judgments against the association are governed by Section 3-117-~~(Other Liens)~~.

Comment

1. This section provides that any action in tort or contract arising out of acts or omissions of the association shall be brought against the association and not against the individual unit owners. This changes the law in States where plaintiffs are forced to name individual unit owners as the real parties in interest to any action brought against the association. The subsection also provides that a unit owner is not precluded from bringing an action in tort or contract against the association solely because he is a unit owner or a member or officer of the association.

2. In recognition of the practical control that can (and in most cases will) be exercised by a declarant over the affairs of the association during any period of declarant control permitted pursuant to Section 3-103, subsection (a) provides that the association or any unit owner has a right of action against the declarant for any losses (including both payment of damages and attorneys' fees) suffered by the association or any unit owner as a result of an action based upon a tort or breach of contract arising during any period of declarant control. To assure that the decision to bring such an action can be made by an executive board free from the influence of the declarant, the subsection also provides that any statute of limitations affecting such a right of action by the association shall be tolled until the expiration of any period of declarant control.

3. If a suit based on a claim which accrued during the period of developer control is brought against the association after control of the association has passed from the developer, reasonable notice to, and grant of an opportunity to the developer to defend, are conditions to developer liability. If, however, suit is brought against the association while the developer is still in control, obviously the developer cannot later resist a suit by the association for reimbursement on the grounds of failure to notify.

4. This draft makes clear what the drafters of the Uniform Condominium Act and the first version of this Act intended: that the form in which common elements are owned – whether in a condominium, planned community or cooperative – should not impose joint and several personal liability on condominium owners, when no such liability exists for owners in planned communities. Thus, the 1994 amendment to Section 3-111(a) rejects the decision in *Ruoff v. Harbor Creek Community Association*, 10 Cal.App.4th 1624, 13 Cal. Rptr 2d 755 (Cal.App. 1992). Rather, the result under both this section and Section 3-117 – which imposes liability on unit owners for unsatisfied judgments against the association in proportion to their common expense liabilities – is consistent with the decision in *Dutcher v. Owens*, 647 S.W.2d 948 (Texas 1983).

5. The 1994 amendment to new subsection (b) of this section makes clear that no period of limitation regarding an association's claim against the declarant, including a limit appearing in this or any other section of this Act, begins to run against the association until the period of declarant control terminates. This would include warranty claims for common elements arising under Section 4-116, unless a declarant elects to permit an independent unit owner review as described in that section. See Section 4-116(d) and Comments.

Thus, for example, the six-year – or two-year – limitation period within which a claim for breach of warranty must be brought under Section 4-116(a) would not commence until the earlier of either: (a) the date on which the period of declarant control terminates by operation of

law (*see* Sections 3-103(d) and 3-111(b)), or the date the declarant empowers an independent executive board committee to evaluate and enforce warranty claims. (*See* Section 4-116(d).)

SECTION 3-112. CONVEYANCE OR ENCUMBRANCE OF COMMON ELEMENTS.

(a) In a condominium or planned community, portions of the common elements may be conveyed or subjected to a security interest by the association if persons entitled to cast at least [80] percent of the votes in the association, including [80] percent of the votes allocated to units not owned by a declarant, or any larger percentage the declaration specifies, agree to that action; but all owners of units to which any limited common element is allocated must agree in order to convey that limited common element or subject it to a security interest. The declaration may specify a smaller percentage only if all of the units are restricted exclusively to non-residential uses. Proceeds of the sale are an asset of the association, but the proceeds of the sale of limited common elements must be distributed equitably among the owners of units to which the limited common elements were allocated.

(b) Part of a cooperative may be conveyed and all or part of a cooperative may be subjected to a security interest by the association if persons entitled to cast at least [80] percent of the votes in the association, including [80] percent of the votes allocated to units not owned by a declarant, or any larger percentage the declaration specifies, agree to that action; but, if fewer than all of the units or limited common elements are to be conveyed or subjected to a security interest, then all unit owners of those units, or the units to which those limited common elements are allocated, must agree in order to convey those units or limited common elements or subject them to a security interest. The declaration may specify a smaller percentage only if all of the units are restricted exclusively to nonresidential uses. Proceeds of the sale are an asset of the association. Any purported conveyance or other voluntary transfer of an entire cooperative, unless made pursuant to Section 2-118, is void.

(c) An agreement to convey common elements in a condominium or planned community, or to subject them to a security interest, or in a cooperative, an agreement to convey any part of a cooperative or subject it to a security interest, must be evidenced by the execution of an agreement, or ratifications thereof, in the same manner as a deed, by the requisite number of unit owners. The agreement must specify a date after which the agreement will be void unless recorded before that date. The agreement and all ratifications thereof must be recorded in every [county] in which a portion of the common interest community is situated, and is effective only upon recordation.

(d) The association, on behalf of the unit owners, may contract to convey an interest in a common interest community pursuant to subsection (a), but the contract is not enforceable against the association until approved pursuant to subsections (a), (b), and (c). Thereafter, the association has all powers necessary and appropriate to effect the conveyance or encumbrance, including the power to execute deeds or other instruments.

(e) Unless made pursuant to this section, any purported conveyance, encumbrance, judicial sale, or other voluntary transfer of common elements or of any other part of a cooperative is void.

(f) A conveyance or encumbrance of common elements or of a cooperative pursuant to this section does not deprive any unit of its rights of access and support.

(g) Unless the declaration otherwise provides, if the holders of first security interests on 80 percent of the units that are subject to security interests on the day the unit owners' agreement under subsection (c) is recorded consent in writing:

(1) a conveyance of common elements pursuant to this section terminates both the undivided interests in those common elements allocated to the units and the security interests in those undivided interests held by all persons holding security interests in the units; and

(2) an encumbrance of common elements pursuant to this section has priority over all preexisting encumbrances on the undivided interests in those common elements held by all persons holding security interests in the units.

(h) The consents by holders of first security interests on units described in subsection (g), or a certificate of the secretary affirming that those consents have been received by the association, may be recorded at any time before the date on which the agreement under subsection (c) becomes void. Consents or certificates so recorded are valid from the date they are recorded for purposes of calculating the percentage of consenting first security interest holders, regardless of later sales or encumbrances on those units. Even if the required percentage of first security interest holders so consent, a conveyance or encumbrance of common elements does not affect interests having priority over the declaration, or created by the association after the declaration was recorded.

(i) In a cooperative, the association may acquire, hold, encumber, or convey a proprietary lease without complying with this section.

Comment

1. Subsection (a) provides that a condominium or planned community association may sell or encumber portions of the common elements and subsection (b) provides that a cooperative association may sell part, or encumber all, of the cooperative. The difference in treatment of condominiums and planned communities, on the one hand, and cooperatives, on the other, arises out of the fact that in a cooperative title to the entire cooperative is in the association. Also, historically, cooperative associations have had greater control over the regime real estate, including the units, than has been the case in condominiums or planned communities.

The power given by subsections (a) and (b) can be exercised only on agreement of unit owners holding 80% of the votes in the association (80% is the percentage required for termination of a common interest community under Section 2-118). This power may be exercised during the period of declarant control, but, in order to be effective, 80% of non-declarant unit owners must approve the action. The ability, without termination, to sell common elements in a condominium or planned community or to sell part of a cooperative gives common interest communities desirable flexibility. For example, the unit owners, some years after the initial creation of the common interest community may decide to convey away a portion of the open space which has been reserved as a part of the common elements because they no longer find the area useful or because they wish to use sale proceeds to make other improvements.

Similarly, the ability to encumber real estate in the common interest community gives the association power to raise money for improvements through the device of mortgaging the improvements themselves. Of course, recreational improvements will frequently not be sufficient security for a loan for their construction. Nevertheless, the ability to take a security interest in such improvements may lead lenders to be more favorably disposed toward making a loan in larger amounts and at lower interest rates.

2. Subsection (c) requires that the agreement for sale or encumbrance be evidenced by the execution of an agreement in the same manner as a deed by the requisite majority of the unit owners. The agreement then must be recorded in the land records. The recorded agreement signed by the unit owners is not the conveyance itself, but is rather a supporting document which shows that the association has full power to execute a deed or mortgage. Under subsection (d) it is contemplated that the association will execute the actual instrument of conveyance. Under subsection (f), a conveyance or encumbrance under this section may not deprive a unit owner of rights of access and support.

3. As originally written, subsection (g) was intended to cut off the interests of unit lenders whose lien extended to the owner's undivided interest, in the case of a condominium, or beneficial interest, in the case of a cooperative or planned community, in the common elements. The 1994 revision simply clarifies this intent, and states precisely the procedure needed to accomplish the desired result.

To the extent that a lien on a unit (whether in the nature of a security interest, tax lien, attachment, or construction lien) also reaches the owner's interest in the common elements, this amendment makes clear that a proper vote of unit owners and first mortgage holders cuts off that lien.

This section does not affect the interests of persons who hold a direct lien on the common elements nor does it affect the priority or validity of any interest with respect to the unit itself.

4. The introductory clause, "unless the declaration otherwise provides," contemplates the possibility that the declarant or his construction lender may desire to completely prohibit the conveyance or encumbrance of common elements, may require unanimous consent of first mortgagees, or may require another outcome which varies the result of the default rule of this section. Nonetheless, the drafters believe that the default rule strikes an appropriate balance between the interests of security holders and the interests of the association. A rule which requires the consent of every holder of every interest in every unit in a common interest community imposes unreasonable transaction costs for an otherwise rational economic transaction.

On the other hand, the association ought not be able to dispose of its assets automatically and in all cases to the detriment of persons who have made loans to unit owners in reliance on the value of the common elements, without the consent of those persons. Thus, a default rule requiring the consent of a super-majority of first mortgagees should ensure that in the usual case, the interests of all lenders will be adequately protected without unduly restricting the needs of the association.

5. The effect of foreclosure of security interests granted pursuant to this section is

governed by Section 2-118 (Termination).

SECTION 3-113. INSURANCE.

(a) Commencing not later than the time of the first conveyance of a unit to a person other than a declarant, the association shall maintain, to the extent reasonably available and subject to reasonable deductibles:

(1) property insurance on the common elements and, in a planned community, also on property that must become common elements, insuring against ~~all risks of direct physical loss commonly insured against, or, in the case of a conversion building, against fire and extended coverage perils.~~ The total amount of which insurance, after application of any deductibles, must be not less than 80 percent of the actual cash value of the insured property at the time the insurance is purchased and at each renewal date, exclusive of land, excavations, foundations, and other items normally excluded from property policies; ~~and~~

(2) commercial general liability insurance, including medical payments insurance, in an amount determined by the executive board but not less than any amount specified in the declaration, covering all occurrences commonly insured against for ~~death~~, bodily injury; and property damage arising out of or in connection with the use, ownership, or maintenance of the common elements and, in cooperatives, also of all units; and

(3) fidelity insurance.

(b) In the case of a building ~~that is part of a cooperative or~~ that contains units ~~having divided by horizontal boundaries described in the declaration, or vertical boundaries that comprise common walls between units,~~ the insurance maintained under subsection (a)(1), to the extent reasonably available, must include the units, but need not include improvements and betterments installed by unit owners.

(c) If the insurance described in subsections (a) and (b) is not reasonably available, the

association promptly shall cause notice of that fact to be ~~hand-delivered or sent prepaid by United States mail~~ given to all unit owners. The declaration may require the association to carry any other insurance, and the association ~~in any event~~ may carry any other insurance it considers appropriate to protect the association or the unit owners.

(d) Insurance policies carried pursuant to subsections (a) and (b) must provide that:

(1) each unit owner is an insured person under the policy with respect to liability arising out of ~~his~~ the owner's interest in the common elements or membership in the association;

(2) the insurer waives its right to subrogation under the policy against any unit owner or member of ~~his~~ the owner's household;

(3) no act or omission by ~~any~~ a unit owner, unless acting within the owner's scope of ~~his~~ authority on behalf of the association, ~~will voids~~ be is a condition to recovery under the policy; and

(4) if, at the time of a loss under the policy, there is other insurance in the name of a unit owner covering the same risk covered by the policy, the association's policy provides primary insurance.

(e) Any loss covered by the property policy under subsections (a)(1) and (b) must be adjusted with the association, but the insurance proceeds for that loss are payable to any insurance trustee designated for that purpose, or otherwise to the association, and not to any holder of a security interest. The insurance trustee or the association shall hold any insurance proceeds in trust for the association, unit owners, and lien holders as their interests may appear. Subject to ~~the provisions of~~ subsection (h), the proceeds must be disbursed first for the repair or ~~restoration~~ replacement of the damaged property, and the association, unit owners, and lien holders are not entitled to receive payment of any portion of the proceeds unless there is a surplus of proceeds after the property has been completely repaired or ~~restored~~ replaced, or the

common interest community is terminated.

(f) An insurance policy issued to the association does not prevent a unit owner from obtaining insurance for ~~his~~ the owner's own benefit.

(g) An insurer that has issued an insurance policy under this section shall issue certificates or memoranda of insurance to the association and, upon ~~written~~ request made in a record, to any unit owner or holder of a security interest. The insurer issuing the policy may not cancel or refuse to renew it until [30] days after notice of the proposed cancellation or non-renewal has been mailed to the association, each unit owner, and each holder of a security interest to whom a certificate or memorandum of insurance has been issued at their respective last known addresses.

(h) Any portion of the common interest community for which insurance is required under this section which is damaged or destroyed must be repaired or replaced promptly by the association unless:

~~(i)~~(1) the common interest community is terminated, in which case Section 2-118 applies;

~~(ii)~~(2) repair or replacement would be illegal ~~under any state or local statute or ordinance governing health or safety~~; or

~~(iii)~~(3) [80] percent of the unit owners, including every owner of a unit or assigned limited common element that will not be rebuilt, vote not to rebuild.

(i) The cost of repair or replacement in excess of insurance proceeds, deductibles, and reserves is a common expense. If the entire common interest community is not repaired or replaced;

~~(i)~~(1) the insurance proceeds attributable to the damaged common elements must be used to restore the damaged area to a condition compatible with the remainder of the common

interest community; and

~~(ii)(2)~~ except to the extent that other persons will be distributees ~~(Section 2-105(a)(12)(ii))~~;

(A) the insurance proceeds attributable to units and limited common elements that are not ~~rebuild~~ repaired or replaced must be distributed to the owners of those units and the owners of the units to which those limited common elements were allocated, or to lien holders, as their interests may appear; and

(B) the remainder of the proceeds must be distributed to all the unit owners or lien holders, as their interests may appear, as follows:

~~(1)(i)~~ in a condominium, in proportion to the common element interests of all the units; and

~~(2)(ii)~~ in a cooperative or planned community, in proportion to the common expense liabilities of all the units.

(j) If the unit owners vote not to rebuild any unit, that unit's allocated interests are automatically reallocated upon the vote as if the unit had been condemned under Section 1-107(a), and the association promptly shall prepare, execute, and record an amendment to the declaration reflecting the reallocations.

~~(i)(k)~~ ~~The provisions of this~~ This section may be varied or waived in the case of a common interest community all of whose units are restricted to ~~non-residential~~ nonresidential use.

Comment

1. Subsections (a) and (b) provide that the required insurance must be maintained only to the extent reasonably available. This permits the association to comply with the insurance requirements even if certain coverages are unavailable or unreasonably expensive.

2. Subsection (a) has been amended in 2008 to permit only "reasonable deductibles" in the context of mandatory insurance that the association must carry. The subject is one of some

controversy in the field, since large premium increases in parts of the country, coupled with dropping property values, have caused some associations to explore all means of reducing common expense assessments; self-insurance in the form of large deductibles is one possible and superficially attractive means.

The issue becomes more complex because of the theoretical alternatives that present themselves for dealing with the consequences of substantial deductibles when the association suffers an actual loss.

Indeed, a recurring issue under Section 3-113 has been whether and under what circumstances the association may charge the cost of repair for damage to a unit or common elements to an individual unit owner, whether or not the association has insurance covering that loss.

The theoretical possibilities are several, including: (i) charging only the deductible to the damaged unit(s) regardless of fault; (ii) charging the entire cost of repair of units and common elements against the damaged units, regardless of fault, rather than filing a claim against the association's policy; or (iii) doing either (i) or (ii) but only in circumstances evidencing "fault".

During the drafting process, the drafters learned of legislative proposals requiring, for example, that "the amount of any deductible on any property and liability insurance maintained by the association is a common expense." On the other hand, the drafters became aware of situations where association lawyers include in their declarations a provision that the amount of any deductible must be allocated among the units damaged, regardless of fault, or solely to the unit damaged if the owner was negligent.

The reasons most often advanced in support of this latter position is that the individual unit owner will most commonly carry a form of homeowners insurance for which the premiums are generally low and which, in any event, have already been paid. The argument is that by passing along the costs to the unit owner and thence to the individual carrier, the association will enjoy the benefits flowing from being able to carry larger deductibles, and from filing fewer claims with its primary insurance carrier.

Certain philosophical and practical consequences flow from the efforts to pass along risk to individual owners. One of the fundamental provisions of the Act from its inception was the concept, which remains in subsection (d)(2), that property and commercial general liability insurance policies must waive the carriers' right of subrogation against any unit owner or member of the owner's household. Thus, to the extent the association files a claim under its policy, the individual unit owner would not be responsible to repay the insurance company.

This appears consistent with traditional insurance practice, since a homeowner that carries fire insurance on her own home and pays the premium for that policy, is not held liable for her own negligence when the house burns and the carrier is required to pay the cost of rebuilding. In the common interest ownership context, the insurance premiums are paid by the association, and the assessments to pay those premium dollars are typically raised by assessments against all the unit owners based on their relative shares of the common expenses.

Moreover, to the extent the association chooses to self-insure against so-called "first

dollar” losses by purchasing a policy with a deductible, the benefit of the reduced premium paid by the association is typically shared by those same owners in the form of reduced common charges.

Thus, to the extent that any portion of the costs resulting from a casualty loss are passed through to the unit owners whose units are damaged, rather than paid by the association as a whole, the result is contrary to the policy underlying mandatory waiver of subrogation.

Nevertheless, the practical aspects of who pays, and under what circumstances, are difficult to ignore. Anecdotal evidence suggests that too-frequent claims against a carrier may result in dramatic premium increases, or in policy cancellation; careful directors of unit owner associations will surely seek to avoid those results. Moreover, unlike the individual home owner carrying an individual policy, the association suffers from the risk of the careless unit owner whose risky behavior incurs no consequences to himself, since the unit owner in a common interest community is not at risk of having his individual policy cancelled. In the absence of the same incentives, it is difficult to assume that individuals in the common interest community will behave with the same care that a single home owner will behave.

A closely related circumstance that may arise is when the association would prefer not to file a claim against its policy for a small loss, but the owner of the damaged unit wishes to do so, especially if the consequence of the association’s decision would be to force the damaged unit owner to pay.

The Act takes a middle position in all these regards; see the discussion of the 2008 amendments to § 3-115(e), which permit the association to pass along the cost of damage to the unit owner, in the circumstances described in that section.

2. 3. Subsection (b) represents a significant departure from the present law as to condominiums and planned communities in virtually all States by requiring that the association obtain and maintain property insurance on **both** the common elements **and** the units within buildings with “stacked” units. *See* Comment 3. While it has been common practice in many parts of the country (either by custom or as mandated by statute) for associations to maintain property insurance on the common elements, it has generally not been the practice for the property insurance policy to cover individual units as well. However, given the great interdependence of the unit owners in the stacked unit situation, mandating property insurance for the entire building is the preferable approach. Moreover, such an approach will greatly simplify claims procedures, particularly where both common elements and portions of a unit have been destroyed. If common elements and units are insured separately, the insurers could be involved in disputes as to the coverage provided by each policy.

~~The Act does not mandate association insurance on condominium or planned community units in town house or other arrangements in which there are no stacked units. However, if the developer wishes, the declaration may require association insurance as to units having shared walls or as to all units in the development. Many developments will have some units with horizontal boundaries and other units with no horizontal boundaries. In that case, association insurance as to the units having horizontal boundaries is required, but it is not necessary as to other units.~~

4. The 2008 amendments require the association to carry more insurance than under earlier versions of the Act.

First, subsection (a)(3) requires the association to carry “fidelity” insurance. Typically, fidelity insurance protects against loss of money or physical property as a result of criminal behavior. Common claims under fidelity policies involve employee dishonesty, embezzlement, forgery, robbery, computer fraud, wire transfer fraud, counterfeiting, and other criminal acts.

Second, subsection (b) significantly expands the mandatory property and casualty coverage that associations must carry on units. The original Act mandated that units be covered by the association's policy only if they were separated by “horizontal boundaries” - that is, where units in a building were “stacked” above or below one another, as in a high rise building. The 2008 amendment extends this mandatory coverage to townhouse projects or other units that share a common wall between units.

In a cooperative, the association must carry insurance on all units since legal title to all units is in the association.

~~3-5.~~ The distinction between what is a common element and what is a unit with respect to the insurance coverage required by this section is complex. The definitions of common elements and a unit in Section 1-103~~(4)~~ (6) and ~~(31)~~ (35) are not sufficient for this purpose. To determine the distinction between the common elements and units, one must refer first to the declaration’s section on unit boundaries. That section will define the unit boundaries. If the declaration fails to do so, and if ceilings, walls, or floors are boundaries, the provisions of Section 2-102 apply.

Section 2-102 provides that, if the declaration is silent, all non-loadbearing and non-structural portions of the walls, floors, and ceilings are part of the unit, while all loadbearing and structural portions of the walls, floors, and ceilings are common elements. Further, with respect to any structure partially within and partially outside of the boundaries of a unit, any portion thereof serving only that unit is a limited common element (*see* definition in Section 1-103~~(19)~~ (21)), and any portion thereof serving more than one unit or any portion of the common elements is a part of the common elements.

Under Section 2-102, all spaces, interior partitions, electrical, plumbing, and mechanical systems, and all other items within the boundaries of the unit which are attached to the unit boundaries, whether or not deemed fixtures under state law, are part of the unit.

Put simply, if any item is installed, constructed, repaired, or replaced by the declarant or his successor in connection with the original sale of a stacked unit, the item is insured by the association. Clearly, this does not include items of personal property easily movable within the unit or easily removable from the unit (whether or not deemed a fixture under state law), such as a vase, table, or other furnishings. If improvements or betterments are made to a unit by a unit owner, they will typically be covered under the owner’s insurance policy, even if the unit itself is generally covered by the association’s policy, since most policies exclude “improvements or betterments made by the owner,” and the Act does not mandate improvements and betterments coverage. The subject is a complex one, and careful attention should be paid to it by the association’s insurance advisor.

~~4.6.~~ Although “all risk” coverage is not required as to conversion buildings, but merely fire and extended coverage, this is not intended to imply that such coverage is unnecessary. “All risk” coverage is not required because it may not be appropriate in the case of an unrenovated conversion where cost is a critical factor.

~~5.7.~~ The minimum requirement as to the amount of insurance, which is 80% of the actual cash value, should not be viewed as a recommendation; rather, the 80% is a floor. Typically, many common interest community documents require insurance in an amount equal to **100% of the replacement cost** of the insured property. The Act permits greater flexibility, however, inasmuch as different types of construction and varieties of projects may not require such total coverage with its attendant higher premium cost.

~~6.8.~~ Subsection (a)(2) covers only the liability of the association, and unit owners as members, but does not cover the unit owner’s individual liability for his acts or omissions or liability for occurrences within his unit.

~~7.9.~~ ~~Clause (i) of the third sentence (1)~~ of subsection (h) would operate as follows: (1) if the common interest community consists of campsites, restoration after fire damage might consist of merely resodding the area damaged; (2) if the common interest community consists of separate garden-type buildings, restoration after fire damage might consist of demolishing the remaining structure and paving or landscaping the area; and (3) if the common interest community consists of a single high-rise building, restoration may not be required (if the building is substantially destroyed) inasmuch as “a condition compatible with the remainder of the common interest community” would be damaged and unrestored.

~~8.10.~~ The scheme of this section, as set forth in subsection (h), is that any damage or destruction to any portion of the common interest community must be repaired (if repairs can be made consistent with applicable safety and health laws) absent a decision to terminate the common interest community or a decision by 80% of the unit owners (including the owners of any damaged units) not to rebuild. Unless a decision is made not to rebuild, any available insurance proceeds must be used to effectuate such repairs. For this reason, subsection (e) provides that any loss covered by the association’s property insurance policy shall be adjusted with the association and that the proceeds for any loss shall be payable to the association or to any insurance trustee that may be designated for such purpose. Significantly, such insurance proceeds may not be paid to any mortgagee or other outside party. This provision is necessary to insure that insurance proceeds are available to effectuate any repairs or restoration to the common interest community that may be required.

If units or limited common elements are not rebuilt, insurance proceeds are to be distributed to lienholders or owners of units unless the declaration provides that such payments are to go to some other person.

11. The words “damaged or destroyed” appear in subsection (h), as part of a general requirement that “[a]ny portion of the common interest community for which insurance is required under this section which is **damaged or destroyed must be repaired or replaced promptly by the association unless, the project is terminated, repair would be illegal, or 80% of the owners vote not to rebuild.**”

These words may cause confusion among unit owners since the line between the rules for dealing with “damage and destruction” on one hand and “maintenance, repair and replacement” on the other are not clear.

Generally, in common insurance usage, “damage or destruction” deals with items commonly covered by insurance, while everything else is maintenance, repair or replacement. That is, a working distinction is that a portion of a common interest community is “damaged or destroyed” (or suffers damage or destruction) if it suffers physical damage that is of a type and is caused by an occurrence of a type commonly covered by the casualty insurance required by Section 3-113 of this Act or by the Declaration or for which insurance carried by the Association is in effect. Otherwise, to “maintain, repair and replace” (or to perform maintenance, repair and replacement) is the act of addressing and correcting deterioration, wear and tear, and obsolescence to the Property which is not covered by the casualty insurance required by Section 3-113.

SECTION 3-114. SURPLUS FUNDS. Unless otherwise provided in the declaration, any surplus funds of the association remaining after payment of or provision for common expenses and any prepayment of reserves must be paid annually to the unit owners in proportion to their common expense liabilities or credited to them to reduce their future common expense assessments.

Comment

1. Surplus funds of the association are generally used first for the pre-payment of reserves, and remaining funds are thereafter credited to the account of unit owners or paid to them. In some cases, however, unit owners might prefer that surplus funds be used for other purposes (e.g., the purchase of recreational equipment). Accordingly, this section permits the declaration to specify any other use of surplus funds.

2. The requirements of this section track the requirements of the current Internal Revenue Code; see Rev. Rul. 70-607. The unit owners, of course, may vote to reverse this outcome. As a practical matter, in the everyday activities of the unit owners association, the matters addressed in this section will rarely arise.

SECTION 3-115. ASSESSMENTS ~~FOR COMMON EXPENSES~~.

(a) Until the association makes a common expense assessment, the declarant shall pay all common expenses. After an assessment has been made by the association, assessments must be made at least annually, based on a budget adopted at least annually by the association.

(b) Except for assessments under subsections (c), (d), and (e), or as otherwise provided

in this [act], all common expenses must be assessed against all the units in accordance with the allocations set forth in the declaration pursuant to Section 2-107(a) and (b). The association may charge interest on any ~~Any past due common expense assessment or portion installment thereof~~ bears interest at the rate established by the association, not exceeding [18] percent per year.

(c) To the extent required by the declaration:

(1) ~~any~~ a common expense associated with the maintenance, repair, or replacement of a limited common element must be assessed against the units to which that limited common element is assigned, equally, or in any other proportion the declaration provides;

(2) ~~any a common expense or portion thereof benefitting~~ benefiting fewer than all of the units or their owners ~~must~~ may be assessed exclusively against the units or unit owners benefitted; and

(3) the costs of insurance must be assessed in proportion to risk, and the costs of utilities must be assessed in proportion to usage.

(d) Assessments to pay a judgment against the association ~~(Section 3-117(a))~~ may be made only against the units in the common interest community at the time the judgment was entered, in proportion to their common expense liabilities.

(e) If damage to a unit or other part of the common interest community, or if any other common expense is caused by the willful misconduct or gross negligence of any unit owner or a guest or invitee of a unit owner, the association may assess that expense exclusively against ~~his unit; that owner's unit, even if the association maintains insurance with respect to that damage or common expense.~~

(f) If common expense liabilities are reallocated, common expense assessments and any instalment thereof not yet due must be recalculated in accordance with the reallocated common

expense liabilities.

Comment

1. This section contemplates that a declarant might find it advantageous, particularly in the early stages of project development, to pay all of the expenses of the common interest community himself rather than assessing each unit individually. Such a situation might arise, for example, where a declarant owns most of the units in the project and wishes to avoid building the costs of each unit separately and crediting payment to each unit. It might also arise in the case of a declarant who, although willing to assume all expenses of the common interest community, is unwilling to make payments for replacement reserves or for other expenses which he expects will ultimately be part of the association's budget. Subsection (a) grants the declarant such flexibility while at the same time providing that once an assessment is made against any unit, all units, including those owned by the declarant, must be assessed for their full portion of the common expense liability.

2. Under subsection (c), the declaration may provide for assessment on a basis other than the allocation made in Section 2-107 as to limited common elements, other expenses benefiting less than all units, insurance costs, and utility costs.

3. If additional units are added to a common interest community after a judgment has been entered against the association, the new units are not assessed any part of the judgment debt. Since unit owners will know the assessment, and since such unpaid judgment assessments would affect the price paid by purchasers of units, it would be complicated and unnecessary to fairness to reallocate judgment assessments when new units are added.

4. Subsection (f) refers to those instances in which various provisions of this Act require that common expense liabilities be reallocated among the units of a common interest community by amendment to the declaration. These provisions include Section 1-107 (Eminent Domain), Section 2-106(d) (expiration of certain leases), Section 2-110 (Exercise of Development Rights), and Section 2-113(b) (subdivision of units).

5. Recall that the 2008 amendment to the definition of "Common interest community" in Section 1-103(9) expanded the definition to include those circumstances where the only unit owners' shared obligation was "to pay for a share of ... services ..related to common elements, other units, or other real estate described in the declaration." The amendment to subsection 3-115 (c)(2) reflect this increasing practice where, for example, assisted living communities organized as common interest communities are in the business of providing food, janitorial, nursing and other services to residents of individual units as part of the common expense budget of the association. This may occur whether or not the occupants are the owners of those units.

Clearly, there are other means by which those charges might be paid. For example, rather than including meals in the annual budget of the association and then having those costs reflected in the periodic common charge assessment, a more direct means would be to charge the beneficiaries of those services directly on a "fee for service" basis.

The purpose of the amendment is simply to call to the drafter's attention the concern that if some forms of unusual or unique services are to be included in the common expense budget

for the entire association, rather than being charged to individual service recipients, then the drafter might use the mechanism permitted under (c)(2) to insure that the non-benefitted owners should not be assessed, and possibly have a lien against their units, for services provided to other persons. As drafted, however, the default rule does not yield that result; instead, services included in the regular budget would be charged to all unit owners, whether or not benefitted.

6. Subsection (e) previously provided that “[i]f any common expense is caused by the misconduct of any unit owner, the association may assess that expense exclusively against his unit.” As drafted, it did not directly address the concerns discussed in the commentary to Section 3-113, where the association may incur an insurable loss to a unit or common element as a result of a unit owner’s actions.

The 2008 revised subsection (e) does address that issue. As noted, it strikes a middle position on the questions of whether and under what circumstances a unit owner may be charged with the costs of repair. First, the section makes clear that such a charge back may be appropriate, notwithstanding the policy underlying the mandated waiver of subrogation rights contained in 3-113(d)(2), even when the association does carry an insurance policy covering that loss. Thus, in an appropriate case, the association might choose not to submit a claim under its insurance policy, and instead proceed directly against the unit owner for the entire amount of the cost of repair, including any sum that would otherwise be paid from the deductible.

However, in contrast to the practice of some associations, the section does not permit a charge back in a “no fault” or in a “simple negligence” situation. Instead, the unit owner to be assessed, or the owner’s guest or invitee, must be guilty either of “willful misconduct” or “gross negligence.”

These comments are not intended to identify all those circumstances that might satisfy those standards, and those determinations will ultimately be left to the finder of fact. At the same time, some common situations are clear.

Example 1: Assume a fire were to occur in Unit A as a result of a frayed electrical cord hidden behind a wall. It is difficult to imagine a finder of fact concluding that the owner of Unit A was guilty either of “willful misconduct” or “gross negligence.”

Example 2: Assume an association for a high rise building were to adopt a policy requiring periodic replacement of water heaters in all units. Thereafter, the property manager personally notified each unit owner, including the owner of Unit B, of the owner’s obligation to replace that heater in a timely way. If the owner refused to do so after personal notice, and the heater thereafter failed and caused water damage to the owner’s unit and the units below, a finder of fact would likely conclude that the refusal on the part of the owner of Unit B constituted willful misconduct.

Example 3: Assume the association for a common interest community at a western ski area has a history of frozen pipes bursting and causing water damage during the week, when unit owners are often absent. This history is well known to unit owners, who are repeatedly advised in the mail to maintain

a minimum heat in their units of 55 degrees. The teenage son of the Owner of Unit C turns off all the heat after his last run on Sunday, and on Monday night, the pipes in Unit C burst. A finder of fact might properly conclude that the son of the owner of Unit C was grossly negligent.

**SECTION 3-116. LIEN FOR ~~ASSESSMENTS~~; SUMS DUE ASSOCIATION;
ENFORCEMENT.**

(a) The association has a statutory lien on a unit for any assessment ~~levied against~~ attributable to that unit or fines imposed against its unit owner. Unless the declaration otherwise provides, reasonable attorney's fees and costs, other fees, charges, late charges, fines, and interest charged pursuant to Section 3-102(a)(10), (11), and (12), and any other sums due to the association under the declaration, this [act], or as a result of an administrative, arbitration, mediation, or judicial decision are enforceable in the same manner as unpaid assessments under this section. If an assessment is payable in installments, the lien is for the full amount of the assessment from the time the first installment thereof becomes due.

(b) A lien under this section is prior to all other liens and encumbrances on a unit except:

(i)(1) liens and encumbrances recorded before the recordation of the declaration and, in a cooperative, liens and encumbrances ~~which~~ that the association creates, assumes, or takes subject to;

(ii)(2) except as otherwise provided in subsection (c), a first security interest on the unit recorded before the date on which the assessment sought to be enforced became delinquent; or, in a cooperative, the first security interest encumbering only the unit owner's interest and perfected before the date on which the assessment sought to be enforced became delinquent;; and

(iii)(3) liens for real estate taxes and other governmental assessments or charges against the unit or cooperative.

(c) A ~~The~~ lien under this section is also prior to all security interests described in

subsection (b)(2) clause (ii) above to the extent of both the common expense assessments based on the periodic budget adopted by the association pursuant to Section 3-115(a) which would have become due in the absence of acceleration during the six months immediately preceding institution of an action to enforce the lien and reasonable attorney's fees and costs incurred by the association in foreclosing the association's lien. ~~This subsection~~ Subsection (b) and this subsection ~~does~~ do not affect the priority of mechanics' or materialmen's liens, or the priority of liens for other assessments made by the association. [~~The A~~ A lien under this section is not subject to the provisions of [insert appropriate reference to state homestead, dower and curtesy, or other exemptions].]

~~(c)~~(d) Unless the declaration otherwise provides, if two or more associations have liens for assessments created at any time on the same property, those liens have equal priority.

~~(d)~~(e) Recording of the declaration constitutes record notice and perfection of the lien. No further recordation of any claim of lien for assessment under this section is required.

~~(e)~~(f) A lien for unpaid assessments is extinguished unless proceedings to enforce the lien are instituted within ~~[3]~~ [three] years after the full amount of the assessments becomes due.

~~(f)~~(g) This section does not prohibit actions against unit owners to recover sums for which subsection (a) creates a lien or prohibit an association from taking a deed in lieu of foreclosure.

~~(g)~~(h) A judgment or decree in any action brought under this section must include costs and reasonable attorney's fees for the prevailing party.

~~(h)~~(i) The association upon ~~written~~ request made in a record shall furnish to a unit owner a statement setting forth the amount of unpaid assessments against the unit. If the unit owner's interest is real estate, the statement must be in recordable form. The statement must be furnished within [10] business days after receipt of the request and is binding on the association, the

executive board, and every unit owner.

~~(f)(j)~~ In a cooperative, upon nonpayment of an assessment on a unit, the unit owner may be evicted in the same manner as provided by law in the case of an unlawful holdover by a commercial tenant, and the lien may be foreclosed as provided by this section.

~~(f)(k)~~ The association's lien may be foreclosed as provided in this subsection and subsection (p):

(1) ~~In~~ in a condominium or planned community, the association's lien must be foreclosed in like manner as a mortgage on real estate [or by power of sale under [insert appropriate state statute]];

(2) ~~In~~ in a cooperative whose unit owners' interests in the units are real estate ~~(Section 1-105)~~, the association's lien must be foreclosed in like manner as a mortgage on real estate [or by power of sale under [insert appropriate state statute]] [or by power of sale under subsection ~~(k)~~(l)]; ~~[or and]~~

(3) ~~In~~ in a cooperative whose unit owners' interests in the units are personal property ~~(Section 1-105)~~, the association's lien must be foreclosed in like manner as a security interest under [insert reference to Article 9, Uniform Commercial Code]];and]

~~[(4) In the case of~~ in a foreclosure under [insert reference to state power of sale statute], the association shall give the notice required by statute or, if there is no such requirement, reasonable notice of its action to all lien holders of the unit whose interest would be affected].}

~~[(1)(k) In a cooperative, if~~ If the unit owner's interest in a unit in a cooperative is real estate, the following requirements apply ~~(Section 1-105)~~:

(1) The association, upon ~~non-payment~~ nonpayment of assessments and compliance with this subsection, may sell that unit at a public sale or by private negotiation; and

at any time, date, and place. ~~Every aspect of the sale, including the method, advertising, time, place, and terms must be reasonable.~~ The association shall give to the unit owner and any ~~lessees~~ lessee of the unit owner reasonable ~~written~~ notice in a record of the time, date, and place of any public sale or, if a private sale is intended, ~~or~~ of the intention of entering into a contract to sell and of the time and date after which a private disposition may be made. The same notice must also be sent to any other person ~~who~~ that has a recorded interest in the unit which would be cut off by the sale, but only if the recorded interest was on record seven weeks before the date specified in the notice as the date of any public sale or seven weeks before the date specified in the notice as the date after which a private sale may be made. The notices required by this subsection may be sent to any address reasonable in the circumstances. ~~Sale~~ A sale may not be held until five weeks after the sending of the notice. The association may buy at any public sale and, if the sale is conducted by a fiduciary or other person not related to the association, at a private sale.

(2) Unless otherwise agreed, the ~~debtor~~ unit owner is liable for any deficiency in a foreclosure sale.

(3) The proceeds of a foreclosure sale must be applied in the following order:

~~(i)~~(A) the reasonable expenses of sale;

~~(ii)~~(B) the reasonable expenses of securing possession before sale; the reasonable expenses of holding, maintaining, and preparing the unit for sale; including payment of taxes and other governmental charges; and premiums on ~~hazard and liability~~ insurance; and, to the extent provided for by agreement between the association and the unit owner, reasonable attorney's fees, costs, and other legal expenses incurred by the association;

~~(iii)~~(C) satisfaction of the association's lien;

~~(iv)~~(D) satisfaction in the order of priority of any subordinate claim of

record; and

~~(v)~~(E) remittance of any excess to the unit owner.

(4) A good faith purchaser for value acquires the unit free of the association's debt that gave rise to the lien under which the foreclosure sale occurred and any subordinate interest, even though the association or other person conducting the sale failed to comply with ~~the requirements of this section~~. The person conducting the sale shall execute a conveyance to the purchaser sufficient to convey the unit and stating that it is executed by ~~him~~ the person after a foreclosure of the association's lien by power of sale and that ~~he~~ the person was empowered to make the sale. Signature and title or authority of the person signing the conveyance as grantor and a recital of the facts of ~~non-payment~~ nonpayment of the assessment and of the giving of the notices required by this subsection are sufficient proof of the facts recited and of ~~his~~ the authority to sign. Further proof of authority is not required even though the association is named as grantee in the conveyance.

(5) At any time before the association has disposed of a unit in a cooperative or entered into a contract for its disposition under the power of sale, the unit owners or the holder of any subordinate security interest may cure the unit owner's default and prevent sale or other disposition by tendering the performance due under the security agreement, including any amounts due because of exercise of a right to accelerate, plus the reasonable expenses of proceeding to foreclosure incurred to the time of tender, including reasonable attorney's fees and costs of the creditor.]

~~[(1)(m)]~~(m) In an action by an association to collect assessments or to foreclose a lien ~~for unpaid assessments on a unit under this section~~, the court may appoint a receiver to collect all sums alleged to be due and owing to a unit owner before commencement or during pendency of the action. The receivership is governed by [insert state law generally applicable to

receiverships]. The court may order the receiver to pay any sums held by the receiver to the association during pendency of the action to the extent of the association's common expense assessments based on a periodic budget adopted by the association pursuant to Section 3-115.}

(n) An association may not commence an action to foreclose a lien on a unit under this section unless:

(1) the unit owner, at the time the action is commenced, owes a sum equal to at least [three] months of common expense assessments based on the periodic budget last adopted by the association pursuant to Section 3-115(a) and the unit owner has failed to accept or comply with a payment plan offered by the association; and

(2) the executive board votes to commence a foreclosure action specifically against that unit.

(o) Unless the parties otherwise agree, the association shall apply any sums paid by unit owners that are delinquent in paying assessments in the following order:

(1) unpaid assessments;

(2) late charges;

(3) reasonable attorney's fees and costs and other reasonable collection charges;

and

(4) all other unpaid fees, charges, fines, penalties, interest, and late charges.

(p) If the only sums due with respect to a unit are fines and related sums imposed against the unit, a foreclosure action may not be commenced against the unit unless the association has a judgment against the unit owner for the fines and related sums and has perfected a judgment lien against the unit under [insert reference to state statute on perfection of judgments].

(q) Every aspect of a foreclosure, sale, or other disposition under this section, including the method, advertising, time, date, place, and terms, must be commercially reasonable.

Comment

1. Section 3-116(a) was amended in 1994 to delete the language “from the time the assessment or fine becomes due.” The deleted clause was intended to make clear that the lien was enforceable at the time the assessment became due. Commentators have observed, however, that the language caused confusion with respect to priority issues. The intention of the statute, as demonstrated by the Comments, was that the inchoate statutory lien was the functional equivalent of real estate taxes except with respect to the special priorities identified in subsection (b) of the section. The deletion of the language as suggested makes clear that the lien arises immediately upon the effective date of the statute for old common interest communities and upon recording of the declaration for new common interest communities.

As a result of this deletion, it is clear that in the absence of an exception in a title insurance policy for common charges, a title insurer would be liable for post-insurance obligations which have a priority established prior to the time the policy was issued. This, however, is no different than in other inchoate liens such as real estate taxes and mechanics liens, all of which have become standard exceptions in the title industry.

2. To ensure prompt and efficient enforcement of the association’s lien for unpaid assessments, such liens should enjoy statutory priority over most other liens. Accordingly, subsection (b) provides that the association’s lien takes priority over all other liens and encumbrances except those recorded prior to the recordation of the declaration, those imposed for real estate taxes or other governmental assessments or charges against the unit, and first security interests recorded before the date the assessment became delinquent. However, as to prior first security interests the association’s lien does have priority for six months’ assessments based on the periodic budget. A significant departure from existing practice, the six months’ priority for the assessment lien strikes an equitable balance between the need to enforce collection of unpaid assessments and the obvious necessity for protecting the priority of the security interests of lenders. As a practical matter, secured lenders will most likely pay the six months’ assessments demanded by the association rather than having the association foreclose on the unit. If the lender wishes, an escrow for assessments can be required. Since this provision may conflict with the provisions of some state statutes which forbid some lending institutions from making loans not secured by first priority liens, the law of each State should be reviewed and amended when necessary.

In cooperatives, the association has legal title to the units and depending on the election made in the declaration pursuant to Section 2-118(i) may have power to create, assume, or take subject to security interests in the units which have priority over the interest of unit owners. Obviously, the cooperative association’s lien should not have priority over an interest which the association itself has given, assumed, or taken subject to and subsection (b) expressly so provides.

The special reference to cooperatives in subsection (b)(ii)(2) merely recognizes that in a cooperative both the association and the unit owner have an interest in a unit.

3. Units may be part of two common interest communities. For example, a large real estate development may consist of one or more condominiums which are also part of a larger planned community. In that case, the planned community association might assess the

condominium units for the general maintenance expenses of the planned community and the condominium association would assess for the direct maintenance expenses of the building itself. In such a situation, subsection ~~(c)~~(d) provides that unpaid liens of the two associations have equal priority regardless of the relative time of creation of the two regimes and regardless of the time the assessments were made or became delinquent.

4. Subsection ~~(f)~~(g) makes clear that the association may have remedies short of foreclosure of its lien that can be used to collect unpaid assessments. The association, for example, might bring an action in debt or breach of contract against a recalcitrant unit owner rather than resorting to foreclosure.

5. The rights of the association against a unit upon nonpayment of an assessment on that unit depends on whether the common interest community is a condominium or planned community on the one hand, or a cooperative on the other.

In the typical cooperative the association will have a substantial underlying mortgage on all or a substantial portion of the real estate in the cooperative and a large part of each unit owner's periodic assessment will go toward payment of that particular unit's proportionate share of the mortgage. If the unit owner fails to pay his assessment on time, the association may be forced into default on its own mortgage payments with consequent possible foreclosure of the underlying mortgage and loss by all unit owners of their interests in the cooperative. Therefore, in the cooperative context it is essential that the cooperative association have a fast and effective remedy for failure of a unit owner to pay his assessment. The act provides in subsection (i) that upon nonpayment the cooperative unit owner may be evicted in the same manner as an unlawfully holding over commercial tenant. Those rules will ordinarily be the most rapid and efficient rules in the State as to eviction of tenants.

If the unit owner's interest is real estate, subsection ~~(j)~~(k)(2) then offers the State two alternatives as to nonjudicial foreclosure of a cooperative association's lien. The first alternative is power of sale under any existing state statute authorizing power of sale under mortgages. If there is no power of sale statute or if the legislature chooses to adopt a special power of sale provision for foreclosure of the lien on cooperative units, the State can choose the 2d alternative: power of sale under subsection ~~(k)~~(l) of this section.

Subsection ~~(k)~~(l), which is patterned after the power of sale foreclosure provisions of the Uniform Land Transactions Act, is a modern power of sale provision which frees private power of sale foreclosure from many of the costly, time consuming, and inefficiency producing strictures of most existing private power of sale statutes. At the same time, it provides reasonable protection to the unit owner and junior interests.

If the unit owners' interest in a cooperative is personal property, the association's lien is foreclosed as if it were a security interest under Article 9 of the Uniform Commercial Code. Article 9 foreclosure is generally less expensive and faster than either judicial or power of sale real estate foreclosure. This difference in cost and speed of foreclosure, both for association liens and security interests, is one of the major factors to be considered in choosing whether, under Section 1-105, the unit owner's interest in a cooperative will be real property or personal property. Article 9 foreclosure is currently used in foreclosing security interests in mobile homes, and has been accepted in the various States as a permissible method of foreclosure in that

housing area without serious challenge.

In a condominium or planned community, there is not likely to be a substantial underlying mortgage for which unit owners are assessed. Therefore, failure to pay assessments on time will have less serious consequences for the association than in the case of cooperatives. The section provides that the association lien in a condominium or planned community is to be foreclosed according to the rules generally applicable to real estate mortgages in the State rather than setting out a special faster method of foreclosure in the statute.

6. New subsection ~~(f)~~(m) makes clear that the courts have authority to appoint receivers upon request by associations to aid in collection of common charges.

7. Few issues are more contentious in common interest communities than the prospect of unit owners losing their homes as a consequence of non payment of common charges – and the loss of all or most of their equity – when the association forecloses. The reaction in state legislatures in recent years has been widespread.

At the same time, it is crucial that the association be able to secure timely payment of common charges in order to provide services to all the residents of the common interest community.

In an effort to balance these competing interests, the 2008 amendments provide additional safeguards governing foreclosure of liens for unpaid common charges. These new procedures may be summarized as follows;

First, Section 3–116(n) bars foreclosure for sums that are less than 3 months of common charges;

Second, Section 3–116(n) also requires the association board, to first, offer the delinquent owner a payment plan which the owner rejects, and second, expressly approve each foreclosure action;

Third, Section 3–116(o) requires that payments of delinquent assessments be applied first to principal rather than to interest and fees, in order to avoid the usual practice of accruing additional interest and late charges as the monthly fees remain unsatisfied while the attorneys fees and interest are paid first.

Fourth, Section 3–116(p) bars any foreclosure for fines alone unless the association first secures a personal judgment against the unit owner.

Finally, Section 3–116(q) requires that if a foreclosure does go forward, any sale of a unit must be commercially reasonable. In the first reported case of foreclosure arising in a state that has adopted this Act, the court required that the sale be reasonable. See *Will v. Mill Condominium Owners Association et al*, 176 VT 380, 848 A2d 336 [2004].

These special procedures would comprise an overlay on existing state foreclosure procedures, whether judicial or non-judicial. Taken together, they respond in a concise but responsible way to the widespread reports of abuses in this field. Hopefully, they will also be

viewed by the various States as a responsible and balanced response to the issues confronting elected officials, defaulting unit owners and homeowners association directors with a fiduciary responsibility to maintain the property.

8. Associations must be legitimately concerned, as fiduciaries of the unit owners, that the association be able to collect periodic common charges from recalcitrant unit owners in a timely way. To address those concerns, the section contains these 2008 amendments:

First, subsection (a) is amended to add the cost of the association's reasonable attorneys fees and court costs to the total value of the association's existing 'super lien' – currently, 6 months of regular common assessments. This amendment is identical to the amendment adopted by Connecticut in 1991; see C.G.S. Section 47-258(b). The increased amount of the association's lien has been approved by Fannie Mae and local lenders and has become a significant tool in the successful collection efforts enjoyed by associations in that state.

Second, subsection (f) has been amended to emphasize that the association has a variety of other remedies available against a unit owner in addition to the foreclosure remedy. In many cases, an action for sums due may be less costly, less disruptive and more efficient than a foreclosure action in collecting the funds properly due the association.

9. Section 3-116 rejects more extreme provisions favoring defaulting unit owners espoused in various forums. For example, extensive provisions were adopted by North Carolina regarding fines enforcement and collection which may pose significant impediments to the financial well being of unit owner associations. See, e.g., 2205 North Carolina Session Act No. 422). Similarly, the section does not adopt the extensive borrower protections contained in the Uniform Non-Judicial Foreclosure Act. That act contains provisions dealing with repetitive and detailed default notices, mandated meetings before foreclosure, a period of limitation on foreclosures, mandated judicial supervision of foreclosures, extensive redemption rights after foreclosure, and the like. In those cases where foreclosure is supervised by a judge, those procedures are not likely to be of significant benefit to defaulting unit owners, but will impose significant transaction costs on associations in non-judicial foreclosure states; there is no reason to distinguish common interest community foreclosures from every other procedure.

10. The issue of how the association protects itself from non-payment of assessments may be of concern in a state with a homestead exemption. Either direct foreclosure of the association's statutory lien for unpaid assessments, or foreclosure of a perfected judgment lien which the association might have secured in lieu of foreclosure, may conflict with existing homestead statutes. Further consideration of this issue in those states, in order to reconcile conflicting statutes, would then be appropriate.

11. In requiring a delay for 3 months in commencement of a foreclosure proceeding, subsection 3-116(n)(1) imposes some risk on the association. Since the association's lien has only a limited priority over that of a first mortgage, anything which delays the commencement and completion of a foreclosure by the association, but does not result in the unit owner bringing his or her account current, may be seen as simply raising the cost to the association, and, therefore, to all of the other unit owners who are paying their common charges on time.

12. It may be that the reaction of some legislators to this Section will depend on the

extent to which foreclosure actions in the respective states are subject to judicial supervision. In states where non-judicial foreclosure is either not available or not used in association lien foreclosures, the active role played by the court may minimize the need for certain of the borrower protections in this section.

SECTION 3-117. OTHER LIENS.

(a) In a condominium or planned community:

(1) Except as otherwise provided in paragraph (2), a judgment for money against the association [if recorded] [if docketed] [if [insert other procedures required under state law to perfect a lien on real estate as a result of a judgment]], is not a lien on the common elements, but is a lien in favor of the judgment lien holder against all of the other real estate of the association and all of the units in the common interest community at the time the judgment was entered. No other property of a unit owner is subject to the claims of creditors of the association.

(2) If the association has granted a security interest in the common elements to a creditor of the association pursuant to Section 3-112, the holder of that security interest shall exercise its right against the common elements before its judgment lien on any unit may be enforced.

(3) Whether perfected before or after the creation of the common interest community, if a lien, other than a deed of trust or mortgage~~(,~~ including a judgment lien or lien attributable to work performed or materials supplied before creation of the common interest community~~),~~ becomes effective against two or more units, the unit owner of an affected unit may pay to the lien holder the amount of the lien attributable to ~~his~~ the unit, and the lien holder, upon receipt of payment, promptly shall deliver a release of the lien covering that unit. The amount of the payment must be proportionate to the ratio ~~which~~ that the unit owner's common expense liability bears to the common expense liabilities of all unit owners ~~whose~~ the units of which are subject to the lien. After payment, the association may not assess or have a lien against that unit owner's unit for any portion of the common expenses incurred in connection with that lien.

(4) A judgment against the association must be indexed in the name of the common interest community and the association and, when so indexed, is notice of the lien against the units.

(b) In a cooperative:

(1) If the association receives notice of an impending foreclosure on all or any portion of the association's real estate, the association shall promptly transmit a copy of that notice to each unit owner of a unit located within the real estate to be foreclosed. Failure of the association to transmit the notice does not affect the validity of the foreclosure.

(2) Whether ~~or not~~ a unit owner's unit is subject to the claims of the association's creditors, no other property of a unit owner is subject to those claims.

Comment

1. This section deals with the effect on unit owners of judgments against the association. The issue is not free from difficulty. Presently, in most States, if the association is organized as a corporation, the unit owners are likely to receive the insulation from liability given shareholders of a corporation, so that the judgment lienholder can satisfy his judgment only against the property of the association. On the other hand, if the association is organized as an unincorporated association, under the law of most States each unit owner would have joint and several liability on the judgment. This Act strikes a balance between the two extremes.

2. In condominiums and planned communities, the Act makes the judgment lien a direct lien against each individual unit, but allows the individual unit owner to discharge the lien by payment of his pro-rata share of the judgment based on that unit's relative common expense liability. The judgment would also create a lien against any property owned by the association. In cooperatives, title to the units is in the cooperative so that it is not necessary for the Act to provide that a judgment against the association creates a lien against units. The Act does provide, however, that no property of a cooperative unit owner other than the unit is subject to the claims of association creditors. The result is that the relationship between creditors of the association and unit owners is similar in all three forms of ownership.

There are, however, significant differences between cooperatives and condominiums or planned communities as to the position of unit owners as against association creditors. In one respect cooperative unit owners have greater liability than condominium or planned community unit owners and in another respect they have lesser liability.

They have greater liability in that, in a cooperative, if a judgment lien has priority over a unit owner's interest in a unit, the lien against the unit is not limited to the unit's common expense liability percentage. In contrast, in a condominium or planned community, the lien

against a unit is only for the unit owner's pro rata share of the judgment.

Example: Suppose a four unit project in which there is a judgment against the association for \$50,000. Further suppose that each of the units has a value of \$100,000 and that there are outstanding mortgages as follows:

	Unit A	Unit B	Unit C	Unit D
Value	\$100,000	\$100,000	\$100,000	\$100,000
Mortgage	50,000	90,000	90,000	75,000
Equity	<u>50,000</u>	<u>10,000</u>	<u>10,000</u>	<u>25,000</u>

In a condominium or planned community, the judgment lien attaches to each unit in proportion to that unit's liability for common expense liability. If, in the above example, the common expense liability is equal, the lien would attach to each unit for \$12,500. Therefore, the association judgment creditor could reach the full equity of Unit owners B and C in their units, but could reach only \$12,500 of the interest of Unit owners A and D. Since the association cannot assess A and D for any additional amounts of the judgment, if B and C allow their interest to be foreclosed and foreclosure produces only \$20,000, the association judgment creditor will collect only \$45,000 of its \$50,000 judgment. That is less than it would collect if all unit owners' interests in units were fully liable, but more than it would collect if only association assets were subject to attachment. (The judgment creditor may, however, satisfy his judgment in full by reaching the income stream of the association by appropriate creditor process.)

In a cooperative, on the other hand, the association creditor can reach the entire interest of any of the unit owners in their units and will have its judgment satisfied in full.

The liability of cooperative unit owners to association judgment creditors is less than that of unit owners in condominiums and planned communities in that there is no statutory provision giving the judgment creditor a direct lien against units. Since, in a cooperative, title to the units is in the cooperative, a judgment creditor of the association will have a lien on the units, but under ordinary recording and priority rules, that lien will be subordinate to unit owner interests in units if those interests were recorded prior to the attachment of the judgment lien. Therefore, in a cooperative, there is a possibility that the judgment lienor will have no rights as against the interests of the unit owners. However, the declaration may provide that association creditors have priority over the interests of cooperative unit owners, and, if it does so, such a provision is effective (*see* Section 2-118), and even in the absence of Section 2-118 would be effective, as a general subordination of unit owner interests to creditors of the association. (The Act in Section 2-118 requires that all creditors of the association be treated in the same way as to priority against unit owners so that the declaration cannot provide, for example, that only contract creditors have priority over unit owners or, for another example, that only regulated financial institution debt has priority. However, the unit owners might subordinate their interest to the rights of individual creditors of the association by giving that individual creditor a subordination agreement.)

However, upon termination of the cooperative, liens against the cooperative which did

not have priority over the cooperative interests do become proportional fractional liens against each individual cooperative interest (*see* Section 2-118(i) and the Comments thereto).

3. The provisions of Section 3-117 applicable to condominiums and planned communities were adopted after substantial consideration by the Committee and the National Conference and achieve what the drafters believe is appropriate unit owner liability for association debts. The somewhat different treatment given cooperatives arises out of the different history of cooperatives and out of the different tradition as to financing of cooperatives. The rules just stated in effect continue the existing law as to the relationship between cooperative unit owners (today commonly called proprietary lessees) and association creditors. The provisions also take account of a common way of financing cooperatives: in the typical cooperative, the cooperative association will take title to the real estate and will assume or take subject to existing mortgages on the real estate, or if there are no existing mortgages, will borrow a significant portion of the purchase price of the cooperative real estate and secure that price by a mortgage on the real estate. Thereafter, when individual units are conveyed (leased) to individual unit owners, the unit owner's interest will be subject to the prior recorded underlying mortgage. The unit owner also will commonly borrow money on the security of his lease interest to pay the purchase price of the unit owner's interest. Unless a subordination agreement has been taken from the unit owner or subordination of unit owner interest to subsequent association creditors is provided for in the declaration, the unit purchase financing lender who lends on the security of the unit owner's interest can assess his risk on the assumption that he will never be subject to a greater proportion of the underlying debt than he is at the time the loan is originally made. If there is a subordination agreement, the unit financing lender knows that his security interest is subject to being entirely defeated by subsequent transactions between the association and its creditors. In the cooperative context, that system has worked reasonably well, and many people with substantial experience with housing cooperatives wished to continue that system in the Model Real Estate Cooperative Act and in the Uniform Common Interest Ownership Act.

In the case of condominiums and planned communities, while the condominium or planned community judgment creditor has a direct lien against the units, the lien against a particular unit is limited to that unit's common interest percentage liability, and based on ordinary priority rules, the association judgment creditor's lien will be junior to any prior perfected liens or security interests in the unit owner's unit. Since the priority between association judgment creditors and holders of security interests or liens against individual units in condominiums or planned communities will be determined according to ordinary priority rules, as is the case of cooperatives in the absence of subordination agreements, the result as between association judgment creditors and holders of security interest or liens on individual units is essentially the same under all three acts. However, as pointed out above, as against the unit owner himself, the cooperative association lien creditor who has priority over a unit owner's interest will have greater rights than does the association judgment creditor in the case of condominiums and planned communities.

4. It should be noted that, while the judgment lien runs directly against unit owners in condominiums and planned communities, the actual liability of the unit owner is almost identical with what it would be if the ordinary corporation rule insulating the unit owner from direct liability were applied. If the incorporated condominium or planned community association only is liable for a judgment, it will, of course, have no assets to satisfy the judgment except whatever

personal property and real estate not a part of the common elements it owns. If a checking account or other cash funds of the association are attached or garnisheed by the creditor, the association, in order to maintain its operations and fulfill its other obligations, will be obliged to make an additional assessment against the unit owners to cover the judgment. The same result follows if the association is to prevent the sale of other assets at an execution sale. That additional assessment would be in precisely the amount for which this Act gives a direct lien against the individual unit owners. Further, if an association which is without sufficient assets to satisfy a judgment refuses to make assessments from which the creditor can have his claim satisfied, it is very likely that a court, in a supplemental proceeding on the judgment, would direct the association to make the necessary assessments against the unit owners. Unpaid assessments made by the association constitute liens against units just as do judgments.

Therefore, whether the lien of the judgment creditor runs against the units directly, or whether the lien is only against the association which finds it necessary to make additional assessments to satisfy the judgment, the unit owner who does not pay his proportionate share will end up with a lien against his unit.

The differences, therefore, between the lien system established by Section 3-117 for condominiums and planned communities and the system which would be applicable if ordinary corporation rules were applied are these:

(1) The unit owner can discharge his unit from the lien and free it from the possibility of being subsequently assessed by the association for the judgment by making a payment directly to the lien holder. This ability may be valuable to a unit owner who is in the process of selling or securing a mortgage on his unit during the period between the time the judgment is entered and the time the association makes a formal assessment against individual unit owners for the amount of the judgment lien.

(2) The judgment creditor through his ability to threaten to foreclose the lien on an individual unit if the judgment is not paid is given some leverage over individual unit owners to encourage them to see that the association pays the judgment. Procuring an assessment through pressure on individual unit owners may be quicker and cheaper for the judgment creditor than using supplemental proceedings and having a judge order that the board of directors make the necessary assessment.

5. In the rare case where, under corporation law an association could avoid payment of a judgment by dissolution of the association and vesting of title to the units or common elements the unit owners as tenants-in-common or otherwise, the National Conference of Commissioners on Uniform State Laws believes that that result is inappropriate, and that the unit in the condominium or planned community itself should be viewed as equity property of the association capable of being reached by judgment creditors in satisfaction of the judgment. As a matter of social policy the condominium or planned community association is in quite a different position than the ordinary corporation. The corporation statutes provide shareholders immunity from liability for debts of the corporation to encourage investment in corporations whose entrepreneurial activities in the marketplace contribute to the general wealth and well-being of society. The condominium or planned community association, in managing the affairs of the homeowners, does not serve the same entrepreneurial function. It seems reasonable, as a matter of social policy, that an individual homeowner who would be fully liable for debts incurred in

the renovation and maintenance of his home or for torts caused by his failure to adequately maintain the premises should not be able to entirely avoid that liability through the device of organizing with other homeowners into a condominium or planned community association. On the other hand, it is perhaps not fair to a unit owner in a condominium or planned community regime to have all of his assets at risk based on the contracts of the association over which he has little control and as to which he has only a fractional interest or benefit.

It should be noted that, except for situations in which the association has given a mortgage or deed of trust on common elements, the judgment creditor cannot assert a lien against common elements, but is rather left to a lien against the units. That is, the judgment creditor has no power to levy on the golf course or on the swimming pool or other open spaces and sell them independently of the units to satisfy the judgment.

SECTION 3-118. ASSOCIATION RECORDS. ~~The association shall keep financial records sufficiently detailed to enable the association to comply with Section 4-109. All financial and other records must be made reasonably available for examination by any unit owner and his authorized agents.~~

(a) An association must retain the following:

(1) detailed records of receipts and expenditures affecting the operation and administration of the association and other appropriate accounting records;

(2) minutes of all meetings of its unit owners and executive board other than executive sessions, a record of all actions taken by the unit owners or executive board without a meeting, and a record of all actions taken by a committee in place of the executive board on behalf of the association;

(3) the names of unit owners in a form that permits preparation of a list of the names of all owners and the addresses at which the association communicates with them, in alphabetical order showing the number of votes each owner is entitled to cast;

(4) its original or restated organizational documents, if required by law other than this [act], bylaws and all amendments to them, and all rules currently in effect;

(5) all financial statements and tax returns of the association for the past three years;

(6) a list of the names and addresses of its current executive board members and officers;

(7) its most recent annual report delivered to the [Secretary of State], if any;

(8) financial and other records sufficiently detailed to enable the association to comply with Section 4-109;

(9) copies of current contracts to which it is a party;

(10) records of executive board or committee actions to approve or deny any requests for design or architectural approval from unit owners; and

(11) ballots, proxies, and other records related to voting by unit owners for one year after the election, action, or vote to which they relate.

(b) Subject to subsections (c) and (d), all records retained by an association must be available for examination and copying by a unit owner or the owner's authorized agent:

(1) during reasonable business hours or at a mutually convenient time and location; and

(2) upon [five] days' notice in a record reasonably identifying the specific records of the association requested.

(c) Records retained by an association may be withheld from inspection and copying to the extent that they concern:

(1) personnel, salary, and medical records relating to specific individuals;

(2) contracts, leases, and other commercial transactions to purchase or provide goods or services, currently being negotiated;

(3) existing or potential litigation or mediation, arbitration, or administrative proceedings;

(4) existing or potential matters involving federal, state, or local administrative or

other formal proceedings before a governmental tribunal for enforcement of the declaration, bylaws, or rules;

(5) communications with the association's attorney which are otherwise protected by the attorney-client privilege or the attorney work-product doctrine;

(6) information the disclosure of which would violate law other than this [act];

(7) records of an executive session of the executive board; or

(8) individual unit files other than those of the requesting owner.

(d) An association may charge a reasonable fee for providing copies of any records under this section and for supervising the unit owner's inspection.

(e) A right to copy records under this section includes the right to receive copies by photocopying or other means, including copies through an electronic transmission if available upon request by the unit owner.

(f) An association is not obligated to compile or synthesize information.

(g) Information provided pursuant to this section may not be used for commercial purposes.

Comment

1. There are two significant policy issues connected with the association's records: first, what records the association must retain, and second, who has access to those records. The 2008 amendments address both.

The original version of Section 3-118 dealt with these matters in a minimalist way. Regarding records maintenance, the first sentence of 3-118 required only that the association maintain those records needed to comply with Section 4-109 – that is, the obligation to provide a resale certificate. This minimum requirement was far less expansive than the provisions of, for example, the Revised Model Non-Profit Corporation Act; it plainly did not address the significant issues of records maintenance that have arisen since UCIOA was first promulgated 25 years ago.

Section 3-118 was similarly superficial regarding issues of records access; it mandated simply that 'all' records of the association be 'reasonably available for examination by any unit owner or his authorized agent' – leaving questions as to whether the word reasonable" modified 'all ...records' as well as "available", and leaving unanswered the large range of issues that

courts and legislatures have struggled with in this field over the last quarter century.

2. The 2008 amendments replace the “minimalist” provisions of UCIOA Section 3-118 with provisions generally consistent with the cognate provisions of the Revised Model Nonprofit Corporation Act, supplemented by specific provisions from other more modern State enactments and proposals in the homes association field. In this latter regard, the amendments, for example, authorize a unit owner to have access to a mailing list of unit owners, although the association may retain the right to mail materials to unit owners at their last known addresses, in order to maintain the unit owners’ privacy; and (ii) insure that minutes of all meetings must be kept.

3. Section 3-118(a) outlines the records that the Association must retain. The subsection generally avoids any substantive requirements as to how the Association’s financial records are to be maintained, relying simply on the obligation to retain “detailed records of receipts” and “appropriate accounting records”, “all financial statements and tax returns for the past 3 years” and, as in the original Act, “financial and other records sufficiently detailed to enable the association” to provide a resale certificate under Section 4-109.” The Act rejects any proposal that it require records to be maintained in accordance with “generally accepted accounting principles”; there are simply too many associations for which that would be an unnecessary and burdensome requirement.

4. The rules of various Bar associations make it imprudent for this Act to characterize the files of an attorney representing the association as property of the association and thereafter to assert that those files are nevertheless exempt from disclosure. For that reason, the Act does not address the status of an attorney’s records, but section 3-118(c)(5) does make clear that communications with the association’s attorney will generally be exempt from disclosure.

5. Many associations, especially smaller ones, may not have a complete set of records going back to the first organization of the association. This may be attributable to many reasons, and often are not the fault of the association or its current leadership. For example, the original declarant may not keep adequate records or may have failed to turn them over at transition. Managers may fail to turn records over when their contracts expire or are terminated.

In either of these cases, the cost of suing to obtain the missing records is prohibitive, or certainly out of proportion to the loss or inconvenience caused by the missing documents. In many smaller communities, the minutes and other non-financial records are kept by a volunteer officer of the association. If someone dies, is taken ill or moves away, the records are often lost. While this reality may impede the practical realization of the requirements in this Act, a goal of the section would be that over time, those “ancient” records may become of less practical importance in older associations, while newer associations will be guided by the requirements of this Section to adopt sound record keeping practices from the outset.

6. Subsection 3-118(b)(i) permits the parties to agree on a mutually acceptable time and place for the inspection of the records. If they do not agree, the subsection provides that the inspection shall take place “during reasonable business hours or at a mutually convenient time and location.” Another concern has to do with smaller self-managed associations where the records may be kept by a unit owner who works during the day. If the volunteer treasurer cannot easily leave his or her job during the day to meet with a unit owner, it may be unreasonable to insist that the unit owner, or the unit owner’s attorney or accountant, have the power to make the

treasurer take a day off from work.

SECTION 3-119. ASSOCIATION AS TRUSTEE. With respect to a third person dealing with the association in the association's capacity as a trustee, the existence of trust powers and their proper exercise by the association may be assumed without inquiry. A third person is not bound to inquire whether the association has power to act as trustee or is properly exercising trust powers. A third person, without actual knowledge that the association is exceeding or improperly exercising its powers, is fully protected in dealing with the association as if it possessed and properly exercised the powers it purports to exercise. A third person is not bound to assure the proper application of trust assets paid or delivered to the association in its capacity as trustee.

SECTION 3-120. RULES.

(a) Before adopting, amending, or repealing any rule, the executive board shall give all unit owners notice of:

(1) its intention to adopt, amend, or repeal a rule and provide the text of the rule or the proposed change; and

(2) a date on which the executive board will act on the proposed rule or amendment after considering comments from unit owners.

(b) Following adoption, amendment, or repeal of a rule, the association shall notify the unit owners of its action and provide a copy of any new or revised rule.

(c) An association may adopt rules to establish and enforce construction and design criteria and aesthetic standards if the declaration so provides. If the declaration so provides, the association shall adopt procedures for enforcement of those standards and for approval of construction applications, including a reasonable time within which the association must act after an application is submitted and the consequences of its failure to act.

(d) A rule regulating display of the flag of the United States must be consistent with federal law. In addition, the association may not prohibit display on a unit or on a limited common element adjoining a unit of the flag of this state, or signs regarding candidates for public or association office or ballot questions, but the association may adopt rules governing the time, place, size, number, and manner of those displays.

(e) Unit owners may peacefully assemble on the common elements to consider matters related to the common interest community, but the association may adopt rules governing the time, place, and manner of those assemblies.

(f) An association may adopt rules that affect the use of or behavior in units that may be used for residential purposes, only to:

(1) implement a provision of the declaration;

(2) regulate any behavior in or occupancy of a unit which violates the declaration or adversely affects the use and enjoyment of other units or the common elements by other unit owners; or

(3) restrict the leasing of residential units to the extent those rules are reasonably designed to meet underwriting requirements of institutional lenders that regularly make loans secured by first mortgages on units in common interest communities or regularly purchase those mortgages.

(g) An association's internal business operating procedures need not be adopted as rules.

(h) Every rule must be reasonable.

Comment

1. This section, new in 2008, addresses in a single location many of the Act's provisions concerning rules, including procedures governing how rules are to be adopted, and several constraints on what rules may address. Thus, the section now includes - in new subsection (f) - text that previously appeared in Section 3-102 (c) addressing the ability of the association to adopt rules that affect use and behavior in units. The section also addresses several new constraints on the association's ability to regulate unit owner behavior, consistent with increasing

sentiment to this effect in a number of states.

2. Subsections (a) and (b) enable unit owners to be aware of and involved in the rules adoption process. Under these procedures, the association must notify unit owners of its intention to engage in changing the rules, and provide owners the text of any proposed change. Unit owners are also entitled to submit comments on the proposed rules, and to know of the date before which those comments may be submitted for consideration. Finally, under subsection (b), after a rule has been changed, the association must notify unit owners of the change, and provide them a copy of any new or revised rule.

3. The 2008 amendments address in several ways the subject of how and when the unit owners may be subjected to constraints on the owner's ability to make changes on the exterior appearance of a unit, or engage in construction activity on a unit - including a lot - that would be visible from outside the unit.

It is increasingly common throughout the United States for associations to assume the power to establish and enforce design criteria and control the exterior appearance of units, whether those units are in high rise condominiums, townhouses or single family homes on individually-owned lots. It is often asserted that the power of the association to maintain a uniformly attractive and consistent appearance throughout a community adds considerably to the value and desirability of many of these communities.

At the same time, anecdotal evidence suggests that many of the decisions made during the design approval process have been controversial and, in some instances, are subject to abuse by those charged with enforcing the design criteria.

The original UCIOA was silent on this subject, relegating it simply to the general reserved powers of the association. However, because of the importance of the subject, the Act adopts significant amendments to the design approval process. Taken as a whole, these changes confirm the ability of the association to adopt such a process, but subject to significant constraints intended to protect the interests of individual unit owners.

This section first provides in subsection (c) that the ability of the association to regulate the design process must be affirmatively reserved in the declaration. This tracks Section 2-105(a)(14) requiring that “[t]he declaration must contain ...(14) any authorization pursuant to which the association may establish and enforce construction and design criteria and aesthetic standards....”

Note that the ability of the declarant to do so must similarly be reserved as a special declarant right pursuant to Section 2-105 (a)(8). However, if that special declarant right is reserved, the association’s power under this section would be subject to that reserved special declarant right to control the construction or design review process during the development process.

Second, assuming the authority exists in the declaration, the section requires that the rules of the design committee must be formally promulgated by the executive board, including a procedure for prompt consideration of an application. The rules must also describe the consequences flowing from the failure of the design committee or other group charged with

enforcement of the criteria to act on an application within the time frame stated. This does not mean that the necessary effect of that failure is that the application will be deemed approved; the rules may state a different consequence, as they are permitted to do. As a practical matter, however, one might expect that in the usual case, the parties to an application pending before a design committee may choose to formally agree to extend the time within which the committee is otherwise required to act, in order to avoid the consequences of a failure to act, and nothing in this Act is intended to affect the parties' ability to do so.

4. The Act creates a significant interplay between the declaration and the association's rules when the subject is the possibility of a change in a permitted "use occupancy, or behavior", as that term is used in 3-120(d)(2).

First, Section 2-105(a)(12) makes clear that the declaration may contain any leasing restrictions in addition to those restrictions permitted under 3-120(d), and any other restrictions on alienation of the units. Section 2-105(b) permits the declaration to contain any other "restrictions on the uses of a unit or the number or other qualifications of persons who may occupy units." Section 2-117(f) then provides significant protection for those permitted uses; it imposes an 80% vote requirement in order to "prohibit or materially restrict" any permitted uses of or behavior in a unit, or in the number or other qualifications of persons who may occupy units," although the declaration may also state that the 80% vote may be limited to a specific group of affected units. In addition, under the last sentence of (f), any restrictions on uses "must provide reasonable protection for a use or occupancy permitted at the time of the amendment.

Then, under Section 3-120, the association's ability to adopt rules affecting use of or behavior in units is restricted to implementing provisions of the declaration, or regulating "any behavior in or occupancy of a unit which ...adversely affects the use and enjoyment of the units or the common elements by other unit owners." An obvious example of the latter would be noise regulations.

5. Subsections (d) and (e) expand existing federal law mandating that unit owners be allowed to display the flag of the United States, see the Freedom To Display the American Flag Act of 2005, Public Law 109-243 to provide greater freedom of action to unit owners. These sections increase the rights of unit owners to display flags of the enacting State, and political signs on their units. Like the federal law, the association is entitled to adopt regulations governing the time, place, size, number and manner of those displays." Similarly, the unit owners are entitled under subsection (e) to peacefully assemble on the common elements to consider matters related to the common interest community.

6. Subsection (f), formerly §3-102(c), imposes clear limits on the association's power to control the use, occupancy, and leasing of units in residential projects. Basically, these amendments adopt the policy that unless the declaration otherwise provides, "use" restrictions must appear in the declaration in order to be enforceable by the association, and the association's regulatory power over "occupancy" activities is limited to those situations in which a unit owner's activities inside a unit affect other owners.

7. In perhaps the most significant change affecting rules, subsection (h) requires all rules to be "reasonable." The reasonableness standard, unlike the business judgement rule, is likely to lead to considerable controversy over the impact of particular rules; it may also lead to more

constraint in the adoption of a variety of rules, which some unit owners may find onerous.

SECTION 3-121. NOTICE TO UNIT OWNERS.

(a) An association shall deliver any notice required to be given by the association under this [act] to any mailing or electronic mail address a unit owner designates. Otherwise, the association may deliver notices by:

(1) hand delivery to each unit owner;

(2) hand delivery, United States mail postage paid, or commercially reasonable delivery service to the mailing address of each unit;

(3) electronic means, if the unit owner has given the association an electronic address; or

(4) any other method reasonably calculated to provide notice to the unit owner.

(b) The ineffectiveness of a good faith effort to deliver notice by an authorized means does not invalidate action taken at or without a meeting.

Comment

1. This section was added in 2008. The alternatives listed in sub-section (a) include all the forms of notice previously authorized in UCIOA section 3-108, which required that unit owners be given notice of meetings. The new additional forms of notice are electronic transmissions and “(4) any other method reasonably calculated to provide notice to the unit owner.” Depending on the circumstances, this might include posting notice on bulletin boards, placing large and legible “sandwich boards” at the entrances to the common interest community, or other methods. As a consequence, the Act no longer designates the method of giving notice in particular instances, which is a departure from the former Act. The basic concept reflected in the language permitting electronic notice is taken from a 2004 Maryland statute; see Maryland Stat. Ann. § 11B-113.1.

2. The Act no longer requires that notice be given in a particular manner, and it does not require that the bylaws must specify the method by which notice is to be given. However, there is no reason why either the declaration or the bylaws could not specify a particular form or method of giving notice to the unit owners, and such a requirement would be binding on the association. Whether or not the documents designate a specific form of notice, the declaration cannot override the statement in subsection (b) that protects actions taken at a meeting despite the failure of the notice to actually be delivered, so long as the notice was given in good faith.

3. Note that whatever form of notice may be used or required in a particular common

interest community, subsection 3-108(b)(5) requires that the unit owners in that community receive the same notice of a meeting of the executive board that is given to the members of the board.

SECTION 3-122. REMOVAL OF OFFICERS AND DIRECTORS.

(a) Notwithstanding any provision of the declaration or bylaws to the contrary, unit owners present in person, by proxy, or by absentee ballot at any meeting of the unit owners at which a quorum is present, may remove any member of the executive board and any officer elected by the unit owners, with or without cause, if the number of votes cast in favor of removal exceeds the number of votes cast in opposition to removal, but:

(1) a member appointed by the declarant may not be removed by a unit owner vote during the period of declarant control;

(2) a member appointed under Section 3-103(g) may be removed only by the person that appointed that member; and

(3) the unit owners may not consider whether to remove a member of the executive board or an officer elected by the unit owners at a meeting of the unit owners unless that subject was listed in the notice of the meeting.

(b) At any meeting at which a vote to remove a member of the executive board or an officer is to be taken, the member or officer being considered for removal must have a reasonable opportunity to speak before the vote.

Comment

1. The 2008 amendments simplify the procedures available for removal of officers or directors, compared to the spare provisions contained in section 3-103(g) of the Act before these amendments. Thus, for example, while the section speaks in terms of a “meeting” of unit owners held for the purpose of removal, the section should be read in conjunction with Section 3-110 on voting. There, unless the declaration or bylaws prohibits or limits the various means by which voting may be conducted, the full panoply of decision making by vote would be available in the context of a “meeting” to consider removal. Accordingly, subject to any limitations contained in the community's documents, a removal vote could be taken by electronic or paper ballot.

2. For the same reasons discussed in comment 1, proxies will commonly be

permitted in recall votes. The drafters recognize that generally, if both sides are soliciting proxies, the unit owners are likely to be given a realistic opportunity to choose between positions. In any event, there is no reason to distinguish those votes where proxies are permitted from others where they are prohibited.

3. While the amended Act simplifies the procedures for a removal vote, other provisions of the new section are designed to protect the reasonable expectations of other stakeholders in the process, and to reflect a basic sense of fairness. Thus, for example, the Act requires that any person who is subject to a removal vote must be given an opportunity to speak before the vote. Further, if the vote were to be taken by ballot without a meeting, then the procedures in the Act that allow informational materials to be distributed before the ballots are due would satisfy the policy underlying this provision.

Similarly, the Act provides that no one but the person who appoints or elects a director may remove that director, thus protecting the legitimate interests of parties who may be entitled under the provisions of a particular community to appoint “outside” directors.

SECTION 3-123. ADOPTION OF BUDGETS; SPECIAL ASSESSMENTS.

(a) The executive board, at least annually, shall adopt a proposed budget for the common interest community for consideration by the unit owners. Not later than [30] days after adoption of a proposed budget, the executive board shall provide to all the unit owners a summary of the budget, including any reserves, and a statement of the basis on which any reserves are calculated and funded. Simultaneously, the board shall set a date not less than 10 days or more than 60 days after providing the summary for a meeting of the unit owners to consider ratification of the budget. Unless at that meeting a majority of all unit owners or any larger number specified in the declaration reject the budget, the budget is ratified, whether or not a quorum is present. If a proposed budget is rejected, the budget last ratified by the unit owners continues until unit owners ratify a subsequent budget.

(b) The executive board, at any time, may propose a special assessment. Except as otherwise provided in subsection (c), the assessment is effective only if the executive board follows the procedures for ratification of a budget described in subsection (a) and the unit owners do not reject the proposed assessment.

(c) If the executive board determines by a two-thirds vote that a special assessment is

necessary to respond to an emergency:

(1) the special assessment becomes effective immediately in accordance with the terms of the vote;

(2) notice of the emergency assessment must be provided promptly to all unit owners; and

(3) the executive board may spend the funds paid on account of the emergency assessment only for the purposes described in the vote.

Comment

1. Subsection (a) of section 3-123, a new section introduced in 2008, closely follows the text of section 3-103(c) in the 1994 version of the Act, except that it requires each annual budget to expressly address the subject of reserves.

2. The provisions of paragraph (a) permit the unit owners to disapprove any proposed budget, but a rejection of the budget does not result in cessation of assessments until a budget is approved. Rather, assessments continue on the basis of the last approved periodic budget until the new budget is in effect.

3. In 2008, the drafters extensively considered the issue of whether state law should mandate that the declarations of all common interest community associations create a reserve fund for the replacement of common elements as replacement becomes necessary and, if so, the extent to which they should be mandated. This is a subject of considerable scholarly debate and widely varying statutory treatment in the States.

As drafted, Section 3-102 (a)(2) requires the unit owners association to adopt budgets and Section 3-123 (a) requires the association to provide a summary of the budget - including any provisions for reserves and a statement of the basis on which the reserves are calculated. However, the Act does not require that the association maintain any reserves.

This is not the policy of all States. Some states either mandate that reserves be maintained or establish a default rule that such reserves be created in the absence of an affirmative vote by the association membership not to create reserves. Other states require that the association board undertake periodic studies of the association's need for reserves.

It is also true that the underwriting guidelines used by Fannie Mae when deciding whether to purchase mortgages in common interest communities, requires in condominiums – but not in planned communities – not only that the association maintain reserves but that those reserves be “adequate,” without defining the meaning of that word.

Evidence suggests that the needs, practices and expectations of unit owners in common interest communities differ widely, depending on, for example, the size, age, location and design

of the physical structures as well as the age, economic circumstances and other demographic characteristics of the unit owners.

For example, small, self-managed associations commonly will maintain minimal reserves and will typically self-assess for repairs as needed. Other larger common interest communities, particularly in high maintenance buildings, may choose to establish substantially higher reserves.

On the other hand, it appears that very few associations maintain reserves at a level which would be actuarially required by evaluating the useful life of each component of the building and then accumulating reserves through increases in the monthly common charges paid by each owner, based on a schedule reflecting each component's useful life.

Associations confront the same choices that a single family homeowner confronts in thinking about, for example, the future need to replace the roof on her house. That owner has at least three choices: (i) she can set aside a sum of money each month in a segregated fund – perhaps even calling it a ‘reserve’ fund – so that when the roof or other parts of her home need to be replaced, she will have the needed funds; (2) she can maintain savings which are not segregated and pay cash from those savings at the time the roof replacement occurs; or (3) she can borrow the needed funds, and pay that money back during the years when she is enjoying a dry home. She can also use a combination of these techniques. Today, encouraged by state laws such as UCIOA § 3-102(a)(8), which enables associations to pledge their future common charges as security for a loan, UCIOA § 3-112, which enables associations to mortgage the common elements as security for a loan, and UCIOA § 2-119, which confirms the rights of lenders to enforce conventional loan terms against associations, associations are increasingly borrowing as an alternative to self-funding of reserves by unit owners who may, in fact, be unable to realize the economic value of those reserve payments if they sell their units early in the life of the project.

The drafters were also mindful of the impact of a possible law mandating reserves on the needs of the elderly and those of limited economic means. In practice, older unit owners often resist reserves, while younger families may perceive a greater long term value in their creation. There are also special concerns for lower income owners in common interest communities, where poorer owners may default on their mortgages and abandon their units because of their inability to maintain mortgage payments and monthly common charges. If a statute were to mandate fully funded reserve payments, policy maker should then be concerned with two possible unintended consequences: first, such a mandate might so raise the monthly common charges that many potential buyers might be disqualified from homeownership; and second, the increases in charges might accelerate the collapse of common interest communities housing marginal income existing owners, who might abandon their units in increased numbers. Neither of these outcomes would be desirable.

At the same time, the drafters understood the natural interest of elected officials, who may often be faced with constituent demands that government ‘do something’ about a common interest community that has not prudently managed its affairs, with the result that needed repairs have not been made and the needed funding is not readily identifiable.

For these reasons, this act is drafted on the assumption that the most appropriate statutory means of addressing this concern was to first, require the declarant to address the issue of

reserves in the Public Offer Statement prepared pursuant to Section 4-103. The text in subsection 4-103(b) – relocated from former 4-103(a)(5) – requires in pertinent part that

(b) The public offering statement must contain any current balance sheet and a projected budget for the association, **** The budget must include:

(A) a statement of the amount, or a statement that there is no amount, included in the budget as a reserve for repairs and replacement;

(B) a statement of any other reserves;

(C) the projected common expense assessment by category of expenditures for the association; and

(D) the projected monthly common expense assessment for each type of unit.

(Emphasis added). Besides mandatory disclosure of the status of reserves in the initial public offering statement, Section 4-109(5) of the Act confirms that the issue of reserves be fully disclosed in later resale documents.

Clearly, these sections simply require that the declarant affirmatively address the issue one way or the other, and that the association continue the practice for later purchasers. Presumably, once required to address the issue, the declarant and its professional advisors will draft a reasoned provision consistent with their best sense of the nature of the particular community and the likely financial circumstances of their purchasers.

Second, the Act addresses this concern by requiring the issue of reserves to be considered during the budget adoption process pursuant to Section 3-123(a). This provision does not require a particular outcome. But it does require that the budget must affirmatively address the issue one way or the other. Again, like the declarant, once the association is required to address the issue, the association will likely adopt a reasoned budget consistent with the financial needs and circumstances of its members.

These provisions do not in any way interfere with the flexibility of a declarant in addressing this and many other subjects of the budget process of associations. The provisions do not mandate fully funded reserves or "adequate" reserves and do not prevent future unit owners, after the end of the period of declarant control, from changing the initial result created by the declarant.

Thus, what this Act accomplishes is to make certain that the subject of reserves be consciously addressed by the party best suited at the time to understand the likely expectations and requirements of the unit owners. Over the long term, however, better education of declarants and unit owners alike, and the growth of 'best practices' in the common interest community field under the leadership of national and state interest groups, must provide the optimal outcome in each particular circumstance.

4. New subsection (b) addresses the issue of special assessments, a subject not addressed in the Act before 2008. The policy of the subsection assumes that, except in the case of an emergency, the executive board should follow the same procedures as apply in adoption of the regular periodic budget of the association.

On the other hand, it is not unusual for the executive board to be confronted with an emergency. In that event, as discussed in subsection (c), if 2/3s of the executive board determine that an emergency exists, the board may dispense with the unit owner vote and proceed directly to adopt a special assessment. The balance of subsection (c) describe various safeguards designed to avoid abusive use of the emergency special assessment.

Note that the term “special assessment” is not defined. However, as used in subsection (b), it refers to any assessment that is not part of the regular budget. Given the safeguards contained in (b), it is not likely that the procedure will be commonly abused.

5. The Act as drafted does not limit or prohibit the imposition of so-called "transfer fees." It does require their disclosure.

A transfer fee is, by definition, not assessed against all units in accordance with their percentages as required by Subsection 3-115(b) and it does not meet the description of a "common expense" in Section 3-115.

Some courts, in reviewing similar statutory provisions, have held that transfer fees are not permitted; see, e.g., *Micheve, LLC vs. Wyndham Place at Freehold Condominium Association*, 885 A.2d 35 (N.J. Super. Ct. App. Div. 2005.).

In any event, the Act takes no position on the validity or suitability of “transfer fees”, whether imposed by the declarant, the association, or some third party. Plainly, there are abusive circumstances where some persons assert the right to be paid a fee on transfer of title; some states have sought to regulate such efforts. In other cases, advocates assert that transfer fees can measurably assist in the betterment of common interest communities, despite the fact that the fees are generally levied against persons who are departing from those communities and are therefore not likely to enjoy whatever theoretical benefits are to be realized as a consequence of these fees. The subject becomes more significant, of course, depending on the magnitude of the fees, and the extent to which the fees are paid at a time of rapidly increasing – rather than decreasing – property values.

Because of these variables, the drafters were unable to identify any obvious rule applicable to all such fees, other than to be clear that any such fees must be disclosed in the Public Offering Statement and in any resale certificate issued under Section 4-109. An amendment to Section 4-103(a)(7) requires disclosure of any fee due from either purchaser or seller at the time of sale.

SECTION 3-124. LITIGATION INVOLVING DECLARANT.

(a) The following requirements apply to an association’s authority under Section 3-102 (a)(4) to institute and maintain a proceeding alleging a construction defect with respect to the common interest community, whether by litigation, mediation, arbitration, or administratively, against a declarant or an employee, independent contractor, or other person directly or indirectly

providing labor or materials to a declarant:

(1) Subject to subsection (e), before the association institutes a proceeding described in this section, it shall provide notice in a record of its claims to the declarant and those persons that the association seeks to hold liable for the claimed defects. The text of the notice may be in any form reasonably calculated to give notice of the general nature of the association's claims, including a list of the claimed defects. The notice may be delivered by any method of service and may be addressed to any person if the method of service used:

(A) provides actual notice to the person named in the claim; or

(B) would be sufficient to give notice to the person in connection with commencement of an action by the association against the person.

(2) Subject to subsection (e), the association may not institute a proceeding against a person until [45] days after the association sends notice of its claim to that person.

(3) During the period described in paragraph (2), the declarant and any other person to which the association gave notice may present to the association a plan to repair or otherwise remedy the construction defects described in the notice. If the association does not receive a timely remediation plan from a person to which it gave notice, or if the association does not accept the terms of any plan submitted, the association may institute a proceeding against the person.

(4) If the association receives one or more timely remediation plans, the executive board shall consider promptly those plans and notify the persons to which it directed notice whether the plan is acceptable as presented, acceptable with stated conditions, or not accepted.

(5) If the association accepts a remediation plan from a person the association seeks to hold liable for the claimed defect, or if a person agrees to stated conditions to an

otherwise acceptable plan, the parties shall agree on a period for implementation of the plan. The association may not institute a proceeding against the person during the time the plan is being diligently implemented.

(6) Except as otherwise provided in Section 4-116(d) for warranty claims, any statute of limitation affecting the association's right of action against a declarant or other person is tolled during the period described in paragraph (2) and during any extension of that time because a person to which notice was directed has commenced and is diligently pursuing the remediation plan.

(b) After the time described in subsection (a)(2) expires, whether or not the association agrees to any remediation plan, a proceeding may be instituted by:

(1) the association against a person to which notice was directed which fails to submit a timely remediation plan, the plan of which is not acceptable, or which fails to pursue diligent implementation of that plan; or

(2) a unit owner with respect to the owner's unit and any limited common elements assigned to that unit, regardless of any action of the association.

(c) This section does not preclude the association from making repairs necessary to mitigate damages or to correct any defect that poses a significant and immediate health or safety risk.

(d) Subject to the other provisions of this section, the determination of whether and when the association may institute a proceeding described in this section may be made by the executive board. The declaration may not require a vote by any number or percent of unit owners as a condition to institution of a proceeding.

(e) This section does not prevent an association from seeking equitable relief at any time without complying with subsection (a)(1) or (2).

Comment

1. This section, also new in 2008, responds to the concerns of the home building industry, and to many common interest community advocates, who believe that policies designed to resolve construction disputes without resort to litigation are preferable to the existing common pattern of litigation following turnover of control of the association. This new section recognizes the broad support that various groups have expressed for this approach to dispute resolution, as well as the extent to which similar statutes have been adopted in the States. At the same time, this section adopts controls and limitations on the use of the technique designed to avoid harm to associations in appropriate circumstances.

2. This section does not address issues that might arise under the warranty provisions of the Act, see Sec. 4-113 through 4-116, or the possibility of litigation against the declarant under other theories or in other circumstances. Consider, for example, the broad array of litigation that is commonly undertaken today involving land use hearings and appeals. If a declarant were to file an application for a zone change or site plan approval relating to a community, the community might choose to object to the application in part because it believes the declarant failed to construct the existing facilities properly. In such a circumstance, the declarant might argue that the intervention by the association "involved" a construction defect. The term "administrative proceedings", however, was not intended to apply to these kinds of proceedings, in that they do not involve "construction defects" arising in the instant proceeding.

Further, subsection (e) allows the association to seek injunctive or other equitable relief, without the delays imposed by this section.

The 2008 amendments to section 3-102(b) also make clear that the declaration may not impose any other limitations on the right of the association to commence litigation, except as provided in this section.

3. The possibility exists under this new section that there will be situations in which the association will send a notice to the declarant which the declarant will not consider to be sufficiently specific or where the declarant will respond to the association's notice with a plan that the association considers to be completely inadequate and rejects out of hand.

If the association then sues the declarant, arguments will perhaps arise over whether or not the association had satisfied the preconditions for suit. Even if the court were to dismiss the suit and if the statute of limitations on the claim has run in the meantime, the association will not be without remedy, because of the tolling provisions contained in subsection (a)(6).

[ARTICLE] 4

PROTECTION OF PURCHASERS

SECTION 4-101. APPLICABILITY; WAIVER.

(a) This [article] applies to all units subject to this [act], except as provided in subsection (b) or as modified or waived by agreement of purchasers of units in a common interest community in which all units are restricted to non-residential use.

(b) Neither a public offering statement nor a resale certificate need be prepared or delivered in the case of:

- (1) a gratuitous disposition of a unit;
- (2) a disposition pursuant to court order;
- (3) a disposition by a government or governmental agency;
- (4) a disposition by foreclosure or deed in lieu of foreclosure;
- (5) a disposition to a dealer;
- (6) a disposition that may be canceled at any time and for any reason by the

purchase without penalty; or

- (7) a disposition of a unit restricted to nonresidential purposes.

Comment

1. In the case of commercial and industrial common interest communities, the purchaser is often more sophisticated than the purchaser of residential units and thus better able to bargain for the protections he believes necessary. While this may not always be true, no objective test can be developed which easily distinguishes those commercial purchasers who are able to protect themselves from those who, in the ordinary course of business, have not developed such sophistication. At the same time, the cost of protection imposed by Article 4 may be substantial. Accordingly, subsection (a) permits waiver or modification of Article 4 protections in common interest communities where all units are restricted to non-residential use. However, except for certain waivers of implied warranties of quality (*see* Section 4-115) and certain exemptions from public offering statement and resale certificate requirements (*see* subsection (b)), no express waiver of the protections of this article with respect to the purchasers of residential units is permitted by this subsection. Accordingly, by operation of Section 1-104, the rights provided by this article may not be waived in the case of residential purchasers. Moreover, because of the interrelated rights of residential and commercial owners in mixed-use common interest

communities, waiver or modification of rights conferred by this article is restricted to purchasers in wholly non-residential common interest communities.

2. The 1994 amendment changed subsection (b)(7). The rationale for the change is contained in the revised Comment to Section 1-203.

SECTION 4-102. LIABILITY FOR PUBLIC OFFERING STATEMENT REQUIREMENTS.

(a) Except as otherwise provided in subsection (b), a declarant, before offering any interest in a unit to the public, shall prepare a public offering statement conforming to the requirements of Sections 4-103, 4-104, 4-105, and 4-106.

(b) A declarant may transfer responsibility for preparation of all or a part of the public offering statement to a successor declarant (Section 3-104) or to a dealer ~~who~~ that intends to offer units in the common interest community. In the event of any such transfer, the transferor shall provide the transferee with any information necessary to enable the transferee to fulfill the requirements of subsection (a).

(c) Any declarant or dealer ~~who~~ that offers a unit to a purchaser shall deliver a public offering statement in the manner prescribed in ~~subsection~~ Section 4-108(a). The ~~person~~ declarant or dealer ~~who~~ that prepared all or a part of the public offering statement is liable under Sections 4-108 [and] [,] 4-117 [, 5-105, and 5-106] for any false or misleading statement set forth therein or for any omission of a material fact therefrom, ~~with respect to that portion of the public offering statement which he prepared. If a declarant did not prepare any part of a public offering statement that he delivers, he is not liable for any false or misleading statement set forth therein or for any omission of a material fact therefrom unless he had actual knowledge of the statement or omission or, in the exercise of reasonable care, should have known of the statement or omission.~~

(d) If a unit is part of a common interest community and is part of any other real estate

regime in connection with the sale of which the delivery of a public offering statement is required under the laws of this state, a single public offering statement conforming to the requirements of Sections 4-103, 4-104, 4-105, and 4-106 as those requirements relate to each regime in which the unit is located, and to any other requirements imposed under the laws of this state, may be prepared and delivered in lieu of providing two or more public offering statements.

Comment

This section permits declarants to transfer responsibility for preparation of a public offering statement to successor declarants or dealers, provided the declarant furnishes the information needed by the successor or dealer to complete the statement. The person who prepares the public offering statement is liable for his own misrepresentations and material omissions. A person who delivers a public offering statement prepared by others is responsible for any such deficiencies only to the extent he knows or reasonably should have known of them.

SECTION 4-103. PUBLIC OFFERING STATEMENT; GENERAL PROVISIONS.

(a) Except as otherwise provided in subsection (b), a public offering statement must contain or fully and accurately disclose:

(1) the name and principal address of the declarant and of the common interest community, and a statement that the common interest community is ~~either~~ a condominium, cooperative, or planned community;

(2) a general description of the common interest community, including to the extent possible, the types, number, and declarant's schedule of commencement and completion of construction of buildings, and amenities that the declarant anticipates including in the common interest community;

(3) the number of units in the common interest community;

(4) copies and a brief narrative description of the significant features of the declaration, other than any plats and plans, and any other recorded covenants, conditions, restrictions, and reservations affecting the common interest community; the bylaws; and any rules ~~or regulations~~ of the association; copies of any contracts and leases to be signed by

purchasers at closing; and a brief narrative description of any contracts or leases that will or may be subject to cancellation by the association under Section 3-105;

(5) the financial information required by subsection (b);

~~any current balance sheet and a projected budget for the association, either within or as an exhibit to the public offering statement, for [one] year after the date of the first conveyance to a purchaser, and thereafter the current budget of the association, a statement of who prepared the budget, and a statement of the budget's assumptions concerning occupancy and inflation factors. The budget must include, without limitation:~~

~~(i)(A) a statement of the amount, or a statement that there is no amount, included in the budget as a reserve for repairs and replacement;~~

~~(ii)(B) a statement of any other reserves;~~

~~(iii)(C) the projected common expense assessment by category of expenditures for the association; and~~

~~(iv)(D) the projected monthly common expense assessment for each type of unit;~~

(6) any services not reflected in the budget that the declarant provides, or expenses that ~~he~~ the declarant pays and which ~~he~~ the declarant expects may become at any subsequent time a common expense of the association and the projected common expense assessment attributable to each of those services or expenses for the association and for each type of unit;

(7) any initial or special fee due from the purchaser or seller at closing the time of sale, together with a description of the purpose and method of calculating the fee;

(8) a description of any liens, defects, or encumbrances on or affecting the title to the common interest community;

(9) a description of any financing offered or arranged by the declarant;

(10) the terms and significant limitations of any warranties provided by the declarant, including statutory warranties and limitations on the enforcement thereof or on damages;

(11) a statement that:

(i)(A) within 15 days after receipt of a public offering statement a purchaser, before conveyance, may cancel any contract for purchase of a unit from a declarant;;

(ii)(B) if a declarant fails to provide a public offering statement to a purchaser before conveying a unit, that purchaser may recover from the declarant [10] percent of the sales price of the unit plus [10] percent of the share, proportionate to ~~his~~ the purchaser's common expense liability, of any indebtedness of the association secured by security interests encumbering the common interest community;; and

(iii)(C) if a purchaser receives the public offering statement more than 15 days before signing a contract, ~~he cannot~~ the purchaser may not cancel the contract;

(12) a statement of any unsatisfied ~~judgments~~ judgment or pending ~~suits~~ action against the association, and the status of any pending ~~suits~~ action material to the common interest community of which a declarant has actual knowledge;

(13) a statement that any deposit made in connection with the purchase of a unit will be held in an escrow account until closing and will be returned to the purchaser if the purchaser cancels the contract pursuant to Section 4-108, together with the name and address of the escrow agent;

(14) any restraints on alienation of any portion of the common interest community and any restrictions:

(i)(A) on use, occupancy, and alienation of the units;; and

~~(ii)~~(B) on the amount for which a unit may be sold or on the amount that may be received by a unit owner on sale, condemnation, or casualty loss to the unit or to the common interest community, or on termination of the common interest community;

(15) a description of the insurance coverage provided for the benefit of unit owners;

(16) any current or expected fees or charges to be paid by unit owners for the use of the common elements and other facilities related to the common interest community;

(17) the extent to which financial arrangements have been provided for completion of all improvements that the declarant is obligated to build pursuant to Section 4-119 ~~(Declarant's Obligation to Complete and Restore)~~;

(18) a brief narrative description of any zoning and other land use requirements affecting the common interest community;

(19) ~~all~~ any other unusual and material circumstances, features, and characteristics of the common interest community and the units; ~~and~~

(20) in a cooperative, ~~(i)~~ a statement whether the unit owners will be entitled, for federal, state, and local income tax purposes, to a pass-through of deductions for payments made by the association for real estate taxes and interest paid the holder of a security interest encumbering the cooperative; ~~and (ii)~~ a statement as to the effect on every unit owner if the association fails to pay real estate taxes or payments due the holder of a security interest encumbering the cooperative; ~~and~~ and

(21) a description of any arrangement described in Section 1-209 binding the association.

(b) The public offering statement must contain any current balance sheet and a projected budget for the association, either within or as an exhibit to the public offering statement, for

[one] year after the date of the first conveyance to a purchaser, and thereafter the current budget of the association, a statement of who prepared the budget, and a statement of the budget's assumptions concerning occupancy and inflation factors. The budget must include:

(A) a statement of the amount, or a statement that there is no amount, included in the budget as a reserve for repairs and replacement;

(B) a statement of any other reserves;

(C) the projected common expense assessment by category of expenditures for the association; and

(D) the projected monthly common expense assessment for each type of unit.

(c) If a common interest community composed of not more than 12 units is not subject to any development ~~rights~~ right and no power is reserved to a declarant to make the common interest community part of a larger common interest community, group of common interest communities, or other real estate, a public offering statement may ~~but need not~~ include the information otherwise required by ~~paragraphs~~ subsection (a) (9), (10), (15), (16), (17), (18), and (19) ~~of subsection (a)~~ and the narrative descriptions of documents required by subsection (a)(4).

(d) A declarant promptly shall amend the public offering statement to report any material change in the information required by this section.

Comment

1. The best “consumer protection” that the law can provide to any purchaser is to insure that he has an opportunity to acquire an understanding of the nature of the products which he is purchasing. Such a result is difficult to achieve, however, in the case of the common interest community purchaser because of the complex nature of the bundle of rights and obligations which each unit owner obtains. For this reason, the Act, adopting the approach of many so-called “second generation” condominium statutes, sets forth a lengthy list of information which must be provided to each purchaser before he contracts for a unit. This list includes a number of important matters not typically required in public offering statements under existing law. The requirement for providing the public offering statement appears in Section 4-102(c), and Section 4-108 provides purchasers with cancellation rights and imposes civil penalties upon declarants

not complying with the public offering statement requirements of the Act.

2. Paragraph (a)(2) requires a general description of the common interest community and, to the extent possible, the declarant's schedule for commencement and completion of construction for all building amenities that will comprise portions of the common interest community.

Under Section 4-119 the declarant is obligated to complete all improvements shown on a site plan or other graphic representation in the public offering statement or other promotional materials unless they are labeled "NEED NOT BE BUILT." The estimated schedule of commencement and completion of construction dates provides a standard for judging whether a declarant has complied with those requirements.

3. Paragraph (4) requires the public offering statement to include copies of the declaration, bylaws, and any rules and regulations of the common interest community, as well as copies of any contracts or leases to be executed by the purchaser. In addition, the paragraph requires the public offering statement to include a brief narrative description of the significant features of those documents, as well as of any management contract, leases of recreational facilities, and other sorts of contracts which may be subject to cancellation by the association after the period of declarant control expires, as provided in Section 3-105. This latter requirement is intended to encourage the preparation of brief summaries of all common interest community documents in laymen's terms, *i.e.*, the "brief narrative description" should be more than a simple explanation of what a declaration (or other document) is, but less than an extended legal analysis duplicating the contents of the documents themselves. The summary requirement is intended to alleviate the common problem of public offering statements being drafted in lawyers' terms and being no more comprehensible to laymen than the documents themselves.

4. The disclosure requirement of paragraph (6) is intended to eliminate the common deceptive sales practice known as "lowballing," a practice by which a declarant intentionally underestimates the budget for the association by providing many of the services himself during the initial sales period. In such a circumstance, the declarant commonly intends that, after a certain time, these services (which might include lawn maintenance, painting, security, bookkeeping, or other services) will become expenses of the association, thereby substantially increasing the periodic common expense assessments which association members must ultimately bear. By requiring the disclosure of these services (including the projected common expense assessment attributable to each) in paragraph (6), the Act seeks to minimize "lowballing." ~~In order to comply fully with the provisions of paragraph (5), the declarant must calculate the budget on the basis of his best estimate of the number of units which will be part of the common interest community during that budget year. This requirement as well operates to negate the effects of any attempted "lowballing."~~

5. Paragraph (9) requires disclosure of any financing "offered" by the declarant. The paragraph contemplates that a declarant disclose any arrangements for financing that may have been made, including arrangements with any unaffiliated lender to provide mortgages to qualified purchasers.

6. Under paragraph (10), the declarant is required to disclose the terms of all warranties provided by the declarant (including the statutory warranties set forth in Section 4-114) and to

describe any significant limitations on such warranties, the enforcement thereof, or damages which may be collectible as a result of a breach thereof. This latter requirement would necessitate a description by the declarant of any exclusions or modifications of statutory warranties undertaken pursuant to Section 4-115. The statute of limitations for warranties set forth at Section 4-116, together with any separate written agreement (as required by Section 4-116) providing for reduction of the period of such statute of limitations, must also be disclosed.

7. Paragraph (14) requires that the declarant disclose the existence of any right of first refusal or other restrictions on the uses for which or classes of persons to whom units may be sold. It also requires disclosure of any provisions limiting the amount for which units may be sold or on the part of the sales price which may be retained by the selling unit owner. In some existing housing cooperatives for low income families the unit owner is required to sell at no more than a fixed sum; sometimes the amount which the unit owner paid; sometimes that plus a fixed appreciation. In addition to that practice, the section contemplates other possible limitations on the owner's right to receive sales proceeds such as a provision under which the developer shares in any appreciation in value.

8. Under paragraph (16), the declarant is obligated to disclose any current or expected fees or charges which unit owners may be required to pay for the use of the common elements and other facilities related to the common interest community. Such fees or charges might include swimming pool fees, golf course fees, or required membership fees for recreation associations. Such fees can represent a substantial addition to monthly assessments.

9. The "financial arrangements" required to be disclosed pursuant to paragraph (17) may vary substantially from one development to another. It is the intent of the paragraph to give purchasers as much information as possible with which to assess the declarant's ability to carry out his obligations to complete the improvements. For example, if a declarant has a commitment from a bank to provide construction financing for a swimming pool when 50% of the units in the common interest community are completed, that fact should be disclosed to potential purchasers.

10. In addition to the information required to be disclosed by paragraphs (1) through (18), paragraph (19) requires that the declarant disclose all other "unusual and material circumstances, features, and characteristics" of the common interest community and all units therein. This requires only information which is both "unusual **and** material." Thus, the provision does not require the disclosure of "material" factors which are commonly understood to be part of the common interest community, *e.g.*, the fact that buildings have a roof, walls, doors, and windows. Similarly, the provision does not require the disclosure of "unusual" information about the common interest community which is not also "material," *e.g.*, the fact that a common interest community is the first development of its type in a particular locality. Information which would normally be required to be disclosed pursuant to paragraph (19) might include, to the extent that they are unusual and material, environmental conditions affecting the use or enjoyment of the common interest community, features of the location of the common interest community, *e.g.*, near the end of an airport runway or a planned rendering plant, and the like.

11. The cost of preparing a public offering statement can be substantial and may, particularly in the case of small common interest communities, represent a significant portion of

the cost of a unit. For that reason, subsection (b) permits a declarant to exclude from a public offering statement certain information in the case of a small common interest community (*i.e.*, less than 12 units) which is not subject to development rights and which is not potentially part of a larger common interest community or group of common interest communities. Essentially, subsection ~~(b)~~(c) permits a declarant to exclude from a public offering statement those materials which, as a practical matter, require extended preparation effort by an attorney or engineer in addition of the normal effort which must be exerted to provide the declaration, bylaws, plats and plans, or other documents required by the Act.

12. For style purposes, subsection (b), new in 2008, now contains the mandated information previously required by 4-103(a)(5). In order to comply fully with the provision of subsection (b), the declarant must calculate the budget on the basis of his best estimate of the number of units which will be part of the common interest community during that budget year. This requirement as well operates to negate the effects of any attempted "lowballing."

SECTION 4-104. SAME; COMMON INTEREST COMMUNITIES SUBJECT TO DEVELOPMENT RIGHTS. If the declaration provides that a common interest community is subject to any development rights, the public offering statement must disclose, in addition to the information required by Section 4-103:

(1) the maximum number of units, and the maximum number of units per acre, that may be created;

(2) a statement of how many or what percentage of the units that may be created will be restricted exclusively to residential use, or a statement that no representations are made regarding use restrictions;

(3) if any of the units that may be built within real estate subject to development rights are not to be restricted exclusively to residential use, a statement, with respect to each portion of that real estate, of the maximum percentage of the real estate areas, and the maximum percentage of the floor areas of all units that may be created therein, that are not restricted exclusively to residential use;

(4) a brief narrative description of any development rights reserved by a declarant and of any conditions relating to or limitations upon the exercise of development rights;

(5) a statement of the maximum extent to which each unit's allocated interests may be

changed by the exercise of any development right described in paragraph (3);

(6) a statement of the extent to which any buildings or other improvements that may be erected pursuant to any development right in any part of the common interest community will be compatible with existing buildings and improvements in the common interest community in terms of architectural style, quality of construction, and size, or a statement that no assurances are made in those regards;

(7) general descriptions of all other improvements that may be made and limited common elements that may be created within any part of the common interest community pursuant to any development right reserved by the declarant, or a statement that no assurances are made in that regard;

(8) a statement of any limitations as to the locations of any building or other improvement that may be made within any part of the common interest community pursuant to any development right reserved by the declarant, or a statement that no assurances are made in that regard;

(9) a statement that any limited common elements created pursuant to any development right reserved by the declarant will be of the same general types and sizes as the limited common elements within other parts of the common interest community, or a statement of the types and sizes planned, or a statement that no assurances are made in that regard;

(10) a statement that the proportion of limited common elements to units created pursuant to any development right reserved by the declarant will be approximately equal to the proportion existing within other parts of the common interest community, or a statement of any other assurances in that regard, or a statement that no assurances are made in that regard;

(11) a statement that all restrictions in the declaration affecting use, occupancy, and alienation of units will apply to any units created pursuant to any development right reserved by

the declarant, or a statement of any differentiations that may be made as to those units, or a statement that no assurances are made in that regard; and

(12) a statement of the extent to which any assurances made pursuant to this section apply or do not apply in the event that any development right is not exercised by the declarant.

Comment

This section requires disclosure in the public offering statement of the manner in which the declarant's exercise of development rights may affect purchasers who acquire units before those rights have been fully exercised. The purpose is to put the purchaser on notice of the extent to which the exercise of those rights may alter, sometimes quite dramatically, both the physical and the legal aspects of the project. For example, the prospective purchaser may be contemplating the acquisition of a particular unit because it enjoys a view of open, undeveloped land over which the declarant has, however, reserved development rights. It may be that the boundary of the parcel as to which development rights have been reserved actually coincides with, or runs quite close to, the outer wall of the unit in question. The disclosures or statements made pursuant to paragraphs (8) and (12) of this section will indicate to the prospective purchaser the extent (if any) to which he can rely on the declarant not to do anything which would radically alter the view from the unit.

SECTION 4-105. SAME; TIME SHARES. If the declaration provides that ownership or occupancy of any units, is or may be in time shares, the public offering statement shall disclose, in addition to the information required by Section 4-103:

- (1) the number and identity of units in which time shares may be created;
- (2) the total number of time shares that may be created;
- (3) the minimum duration of any time shares that may be created; and
- (4) the extent to which the creation of time shares will or may affect the enforceability of

the association's lien for assessments provided in Section 3-116.

Comment

1. Time sharing has become increasingly important in recent years, particularly with respect to resort common interest communities. In recognition of this fact, this section requires the disclosure of certain information with respect to time sharing.

2. Virtually all existing state statutes dealing with condominiums, planned communities, or cooperatives are silent with respect to time-share ownership. The inclusion of disclosure provisions for certain forms of time sharing in this Act, however, does not imply that other law

regulating time sharing is affected in any way in a State merely because that State enacts this Act.

The Uniform Law Commissioners' Model Real Estate Time-Share Act specifies more extensive disclosures for time-share properties. A "time-share property" may include part or all of the common interest community, and Section 1-109 of the Model Act governs conflicts between this Act and time-share legislation.

**SECTION 4-106. SAME; COMMON INTEREST COMMUNITIES
CONTAINING CONVERSION BUILDINGS.**

(a) The public offering statement of a common interest community containing any conversion building must contain, in addition to the information required by Section 4-103:

(1) a statement by the declarant, based on a report prepared by an independent [registered] architect or engineer, describing the present condition of all structural components and mechanical and electrical installations material to the use and enjoyment of the building;

(2) a statement by the declarant of the expected useful life of each item reported on in paragraph (1) or a statement that no representations are made in that regard; and

(3) a list of any outstanding notices of uncured violations of building code or other municipal regulations, together with the estimated cost of curing those violations.

(b) This section applies only to buildings containing units that may be occupied for residential use.

Comment

1. In the case of a common interest community containing one or more conversion buildings, the disclosure of additional information relating to the condition of those buildings is required in the public offering statement because of the difficulty inherent in a single purchaser attempting to determine the condition of what is likely to be an older building being renovated for the purpose of common interest community sales.

2. Paragraph (a)(1) requires the person who gives the public offering statement to retain an independent architect or engineer to report on the present condition of all structural components and fixed mechanical and electrical installations in the conversion building. Such information is as useful to declarant as to the purchaser since, under the implied warranty provisions of Section 4-114, a declarant impliedly warrants all improvements made by any person to the building "before creation of the common interest community" unless such

improvements are specifically excluded from the implied warranty of quality pursuant to Section 4-115(b).

3. *See* Comment 6 to Section 2-101 concerning the meaning of “structural components” as used in paragraph (a)(1). Any material changes in the “present condition” of these systems must be reported by an amendment to the public offering statement.

4. Under paragraph (a)(3), the person required to give the public offering statement is required to provide purchasers with a list of all outstanding notices of uncured violations of building codes or other municipal regulations. The literal wording of this provision does not require disclosure of known violations of such building codes or municipal regulations (at least violations having no effect upon the structural components or fixed mechanical and electrical installations of the planned community) unless actual “notices” of such violations have been received. To the extent that outstanding notices of uncured violations do exist, the cost of curing such violations would become a liability of the unit owners or the association following transfer of the unit to a purchaser. For that reason, the estimated cost of curing any outstanding violations must also be disclosed.

5. For the reasons set forth in the Comment to Section 4-101(a), this section does not apply to units which are restricted exclusively to non-residential use.

SECTION 4-107. SAME; COMMON INTEREST COMMUNITY SECURITIES.

If an interest in a common interest community is currently registered with the Securities and Exchange Commission of the United States, a declarant satisfies all requirements relating to the preparation of a public offering statement of this [act] if ~~he~~ the declarant delivers to the purchaser [and files with the agency] a copy of the public offering statement filed with the Securities and Exchange Commission. [An interest in a common interest community is not a security under the provisions of [insert appropriate state securities regulation statutes].]

Comment

1. Some common interest communities will be regarded as “investment contracts” or other “securities” under federal law because they exhibit certain investment features such as mandatory rental pools. *See* SEC Securities Act Release No. 5347 (January 1973). The purpose of this section is to permit the declarant to file or deliver, in lieu of a public offering statement specifically prepared to comply with the provisions of this Act, the prospectus filed with and distributed pursuant to the regulations of the United States Securities and Exchange Commission. Absent this provision, prospective purchasers of common interest communities classified by the SEC as “securities” would have to be given two public offering statements, one prepared pursuant to this Act and the other prepared pursuant to the Securities Act of 1933. Not only would this result increase the declarant’s costs (and thus the price) of units, it might also reduce the likelihood of either public offering statement actually being read by prospective

purchasers.

2. The bracketed language in the first sentence of this section should be inserted by States which choose to adopt the agency provisions of Article 5 of the Act. The second sentence should also be inserted by States opting to incorporate Article 5 of the Act to avoid duplicative regulation of common interest communities by the agency administering the State's securities regulation statutes.

SECTION 4-108. PURCHASER'S RIGHT TO CANCEL.

(a) A person required to deliver a public offering statement pursuant to Section 4-102(c) shall provide a purchaser with a copy of the public offering statement and all amendments thereto before conveyance of the unit, and not later than the date of any contract of sale. Unless a purchaser is given the public offering statement more than 15 days before execution of a contract for the purchase of a unit, the purchaser, before conveyance, may cancel the contract within 15 days after first receiving the public offering statement.

(b) If a purchaser elects to cancel a contract pursuant to subsection (a), he may do so by hand delivering notice thereof to the offeror or by mailing notice thereof by prepaid United States mail to the offeror or to his agent for service of process. Cancellation is without penalty, and all payments made by the purchaser before cancellation must be refunded promptly.

(c) If a person required to deliver a public offering statement pursuant to Section 4-102(c) fails to provide a purchaser to whom a unit is conveyed with that public offering statement and all amendments thereto as required by subsection (a), the purchaser, in addition to any rights to damages or other relief, is entitled to receive from that person an amount equal to [10] percent of the sale price of the unit, plus [10] percent of the share, proportionate to his common expense liability, of any indebtedness of the association secured by security interests encumbering the common interest community.

Comment

1. The "cooling off" period provided to a purchaser in this section is similar to provisions in many current state condominium statutes.

2. Subsection (a) requires that each purchaser be provided with both the public offering statement and all amendments thereto prior to the time that the unit is conveyed. If there is a contract for the sale of the unit, these documents must be provided not later than the date of the contract. The section makes clear that any amendments to the public offering statement prepared between the date of any contract and the date of conveyance must also be provided to the purchaser.

3. This section does not require the delivery of a public offering statement prior to the execution by the purchaser of an agreement pursuant to which the purchaser reserves the right to buy a unit but is not contractually bound to do so. Because such agreements (frequently referred to as “non-binding reservation agreements”) may be unilaterally canceled at any time by a prospective purchaser without penalty, they do not constitute “contract[s] of sale” within the meaning of the section.

4. The requirement set forth in subsection (a) that a purchaser be provided with subsequent amendments to the public offering statement during the period between execution of the contract for purchase and conveyance of the unit does not, in itself, extend the “cooling off” period. Indeed, the delivery of such amendments is required even if the “cooling off” period has expired. The purpose of this requirement is to assure that purchasers of units are advised of any material change in the common interest community which may affect their sales contracts under general law. While many such amendments will be merely technical and will not affect the bargain that the purchaser and declarant entered into, each purchaser should be permitted to judge for himself the materiality of any change in the nature of the common interest community.

5. Under the scheme set forth in this section, it is at least theoretically possible that there will be a contract for sale of the unit, and that a public offering statement will be given to the purchaser at closing just prior to conveyance. However, the available evidence suggests that such practice would be rare, and that the provision of a public offering statement moments prior to conveyance would, in itself, tend to dampen the enthusiasm of the purchaser for immediate closing. In such circumstances, under subsection (a), the purchaser would, as a matter of right, be able to extend the date of closing for 15 days from the time the public offering statement is provided. This fact, together with the generally unsatisfactory experience with mandatory “cooling off” periods such as that imposed under the federal Real Estate Settlement Procedures Act, supports the conclusion that it is inappropriate to require a minimum period of delay between delivery of a public offering statement and conveyance.

6. Under subsection (a), the failure to deliver a public offering statement before conveyance does not result in a statutory right by the purchaser to cancel the conveyance or to reconvey the unit once conveyance has occurred. Any such cancellation or reconveyance following an actual conveyance could create serious mechanical and title problems that could not be easily resolved. The failure of the Act to provide for such cancellation or reconveyance is not, however, intended to diminish any right which a purchaser may otherwise have under general state law. For example, where it appears that a seller, by deliberately failing to disclose certain material information with respect to a transaction, substantially changed the bargain which he and the purchaser entered into, it is possible that under the common law in some States reconveyance would be an available remedy.

Even absent such resort to general law, however, the penalty provisions of subsection (c)

are designed to provide a sufficient incentive to the seller to insure that the public offering statement is provided in the timely fashion required by the Act. The penalty so specified in the subsection is in addition to any right a prevailing purchaser may have under Section 4-117 to collect punitive damages and attorney's fees in connection with his action against the declarant.

SECTION 4-109. RESALES OF UNITS.

(a) Except in the case of a sale in which delivery of a public offering statement is required, or unless exempt under Section 4-101(b), a unit owner shall furnish to a purchaser before the earlier of conveyance or transfer of the right to possession of a unit, a copy of the declaration~~(, other than any plats and plans)~~, the bylaws, the rules or regulations of the association, and a certificate containing:

(1) a statement disclosing the effect on the proposed disposition of any right of first refusal or other restraint on the free alienability of the unit held by the association;

(2) a statement setting forth the amount of the periodic common expense assessment and any unpaid common expense or special assessment currently due and payable from the selling unit owner;

(3) a statement of any other fees payable by the owner of the unit being sold;

(4) a statement of any capital expenditures approved by the association for the current and succeeding fiscal years;

(5) a statement of the amount of any reserves for capital expenditures and of any portions of those reserves designated by the association for any specified projects;

(6) the most recent regularly prepared balance sheet and income and expense statement, if any, of the association;

(7) the current operating budget of the association;

(8) a statement of any unsatisfied judgments against the association and the status of any pending suits in which the association is a defendant;

(9) a statement describing any insurance coverage provided for the benefit of unit

owners;

(10) a statement as to whether the executive board has given or received ~~written~~ notice in a record that any existing uses, occupancies, alterations, or improvements in or to the unit or to the limited common elements assigned thereto violate any provision of the declaration;

(11) a statement as to whether the executive board has received ~~written~~ notice in a record from a governmental agency of any violation of environmental, health, or building codes with respect to the unit, the limited common elements assigned thereto, or any other portion of the common interest community which has not been cured;

(12) a statement of the remaining term of any leasehold estate affecting the common interest community and the provisions governing any extension or renewal thereof;

(13) a statement of any restrictions in the declaration affecting the amount that may be received by a unit owner upon sale, condemnation, casualty loss to the unit or the common interest community, or termination of the common interest community;

(14) in a cooperative, an accountant's statement, if any was prepared, as to the deductibility for federal income tax purposes by the unit owner of real estate taxes and interest paid by the association;

(15) a statement describing any pending sale or encumbrance of common elements; and

(16) a statement disclosing the effect on the unit to be conveyed of any restrictions on the owner's right to use or occupy the unit or to lease the unit to another person.

(b) The association, within 10 days after a request by a unit owner, shall furnish a certificate containing the information necessary to enable the unit owner to comply with this section. A unit owner providing a certificate pursuant to subsection (a) is not liable to the purchaser for any erroneous information provided by the association and included in the

certificate.

(c) A purchaser is not liable for any unpaid assessment or fee greater than the amount set forth in the certificate prepared by the association. A unit owner is not liable to a purchaser for the failure or delay of the association to provide the certificate in a timely manner, but the purchase contract is voidable by the purchaser until the certificate has been provided and for [five] days thereafter or until conveyance, whichever first occurs.

Comment

1. In the case of the resale of a unit by a private unit owner who is not a declarant or a person in the business of selling real estate for his own account, a public offering statement need not be provided. *See* Section 4-102(c). Nevertheless, there are important facts which a purchaser should have in order to make a rational judgment about the advisability of purchasing the particular unit. Accordingly, each unit owner not required to furnish a public offering statement under Section 4-102(c) and not exempt under Section 4-101(b) is required to furnish to a resale purchaser, before the execution of any contract of sale, a copy of the declaration, bylaws, and rules and regulations of the association and a variety of fiscal, insurance, and other information concerning the common interest community and the unit.

2. While the obligation to provide the information required by this section rests upon each unit owner (since the purchaser is in privity only with that unit owner), the association has an obligation to provide the information to the unit owner within 10 days after a request for such information. Under Section 3-102(a)(12), the association is entitled to charge the unit owner a reasonable fee for the preparation of the certificate. Should the association fail to provide the certificate as required, the unit owner would have a right to action against the association pursuant to Section 4-117.

3. Under subsection (c), if a purchaser receives a resale certificate which fails to state the proper amount of the unpaid assessments due from the purchased unit, the purchaser is not liable for any amount greater than that disclosed in the resale certificate. Because a resale purchaser is dependent upon the association for information with respect to the outstanding assessments against the unit which he contemplates buying, it is altogether appropriate that the association should be prohibited from later collecting greater assessments than those disclosed prior to the time of the resale purchase.

4. The 1994 revisions to this section track amendments in adopting States which simplified the contents of the resale certificate.

SECTION 4-110. ESCROW OF DEPOSITS. Any deposit made in connection with the purchase or reservation of a unit from a person required to deliver a public offering statement pursuant to Section 4-102(c) must be placed in escrow and held either in this state or in the state

where the unit is located in an account designated solely for that purpose by [a licensed title insurance company] [an attorney] [a licensed real estate broker] [an independent bonded escrow company or] an institution whose accounts are insured by a governmental agency or instrumentality until (i) delivered to the declarant at closing; (ii) delivered to the declarant because of the purchaser's default under a contract to purchase the unit; or (iii) refunded to the purchaser.

Comment

1. This section applies to the sale by persons required to furnish public offering statements of residential units and of non-residential units unless waived pursuant to the provisions of Section 4-101. It does not apply, however, to resales of units between private parties.

2. This section provides declarant a number of choices as to the appropriate escrow agent. Whether the escrow agent must deposit the funds in an insured institutional depository, or in a particular type of account, depends on state law or the agreement of the parties. To minimize record keeping, of course, the institutional depository could itself be the escrow agent. The section does not require a separate account for each unit, so that mingling of funds in a single escrow account would be permitted. The account may be held either in the State where the unit is located, or in the enacting State, in recognition that buyers are often from outside the State where the unit is located.

3. The escrow requirements of this section apply in connection with **any** deposit made by a purchaser, whether such deposit is made pursuant to a binding contract or pursuant to a nonbinding reservation agreement (with respect to which no public offering statement is required under Section 4-101(b)(6)).

4. In some States current practice permits escrows to be held by certain title insurance or escrow companies, attorneys, or real estate brokers. Accordingly, the bracketed language should be included or deleted in accordance with local practice.

5. Under this section, any interest earned on an escrow deposit may, but need not, be credited to the purchaser at closing, added to any deposit forfeited to the seller, or added to any deposit refunded to the purchaser. In short, disposition of any interest is left to agreement of the parties.

6. In some States, such as New York, the substitution of a bond in place of a deposit escrow is permitted. The evidence indicates, however, that in many instances the use of the bonding device has forced purchasers to incur substantial costs and delay prior to obtaining refunds to which they are entitled. For this reason, this Act does not include bonding as an alternative to the required escrow of deposits.

SECTION 4-111. RELEASE OF LIENS.

(a) In the case of a sale of a unit where delivery of a public offering statement is required pursuant to Section 4-102(c), a seller:

(1) before conveying a unit, shall record or furnish to the purchaser releases of all liens, except liens on real estate that a declarant has the right to withdraw from the common interest community, that the purchaser does not expressly agree to take subject to or assume and that encumber:

~~(i)~~(A) in a condominium, that unit and its common element interest; and

~~(ii)~~(B) in a cooperative or planned community, that unit and any limited common elements assigned thereto; or

(2) shall provide a surety bond or substitute collateral for or insurance against the lien as provided for liens on real estate in [insert appropriate references to general state law or Sections 5-211 and 5-212 of the State Uniform Simplification of Land Transfers Act].

(b) Before conveying real estate to the association, the declarant shall have that real estate released from:

(1) all liens the foreclosure of which would deprive unit owners of any right of access to or easement of support of their units; and

(2) all other liens on that real estate unless the public offering statement describes certain real estate that may be conveyed subject to liens in specified amounts.

Comment

1. The exemption for withdrawable real estate set forth in subsection (a) is designed to preserve flexibility for the declarant in terms of financing arrangements. It deals with the unusual case in which a unit has been assigned a limited common element (for example, a parking space) on real estate which the developer has the right to withdraw from the common interest community. In that case, the limited common element can be assigned to the unit without release of liens or assumption of them by the unit owner. Theoretically, a developer might partially avoid the lien release requirement of subsection (a) by placing part of the limited common element improvements such as a parking garage on withdrawable real estate. By doing

so, it could separately mortgage that part of the limited common elements without being obligated to discharge the mortgage or secure partial releases when individual units to which the limited common elements are assigned are sold.

If a mortgage or other lien created by or arising against the developer attaches to withdrawable real estate after the declaration has been recorded, a lapse of the developer's right to withdraw the real estate would also terminate the rights of the lienors, since the lien would attach only to the developer's interest (the right to withdraw). However, an alert lienor would not permit the right to withdraw to lapse without taking steps to see that the right to withdraw is exercised. If the mortgage or other lien attached to the real estate and was perfected before the planned community declaration was recorded, lapse of the right to withdraw would not affect the lienor's rights and it could foreclose on the real estate whether or not the developer had lost the right to withdraw. As a practical matter, whether the mortgage or other lien against withdrawable real estate arises before or after the declaration is recorded, unit owners may find that, if the association does not release liens on withdrawable real estate containing limited common elements, the lienor will be able to withdraw the land and deprive the unit owners of its use. Therefore, unit purchasers and their counsel should be alert to that possibility.

2. Subsection (b) will most commonly apply in the case of a planned community, where all of the common elements, whatever they may be in a particular project, must be owned by the association, *see* Section 1-103(4), or in a cooperative, where Section 2-101 requires that all the real estate comprising the cooperative must be conveyed to the association at the time the cooperative is created. The section would also apply, however, in the event other real estate, such as units or other real property not subject to the declaration, is conveyed to the association.

SECTION 4-112. CONVERSION BUILDINGS.

(a) A declarant of a common interest community containing conversion buildings, and any dealer who intends to offer units in such a common interest community, shall give each of the residential tenants and any residential subtenant in possession of a portion of a conversion building notice of the conversion and provide those persons with the public offering statement no later than 120 days before the tenants and any subtenant in possession are required to vacate. The notice must set forth generally the rights of tenants and subtenants under this section and must be hand delivered to the unit or mailed by prepaid United States mail to the tenant and subtenant at the address of the unit or any other mailing address provided by a tenant. No tenant or subtenant may be required to vacate upon less than 120 days' notice, except by reason of nonpayment of rent, waste, or conduct that disturbs other tenants' peaceful enjoyment of the premises, and the terms of the tenancy may not be altered during that period. Failure to give

notice as required by this section is a defense to an action for possession.

(b) For [60] days after delivery or mailing of the notice described in subsection (a), the person required to give the notice shall offer to convey each unit or proposed unit occupied for residential use to the tenant who leases that unit. If a tenant fails to purchase the unit during that [60]-day period, the offeror may not offer to dispose of an interest in that unit during the following [180] days at a price or on terms more favorable to the offeree than the price or terms offered to the tenant. This subsection does not apply to any unit in a conversion building if that unit will be restricted exclusively to non-residential use or the boundaries of the converted unit do not substantially conform to the dimensions of the residential unit before conversion.

(c) If a seller, in violation of subsection (b), conveys a unit to a purchaser for value who has no knowledge of the violation, the recordation of the deed conveying the unit or, in a cooperative, the conveyance of the unit, extinguishes any right a tenant may have under subsection (b) to purchase that unit if the deed states that the seller has complied with subsection (b), but the conveyance does not affect the right of a tenant to recover damages from the seller for a violation of subsection (b).

(d) If a notice of conversion specifies a date by which a unit or proposed unit must be vacated and otherwise complies with the provisions of [insert appropriate state summary process statute], the notice also constitutes a notice to vacate specified by that statute.

(e) Nothing in this section permits termination of a lease by a declarant in violation of its terms.

Comment

1. One of the most controversial issues in the field of common interest community development relates to conversion of rental buildings to a common interest community. Opponents of conversions point out that the frequent result of conversions, which occur principally in large urban areas, is to displace low- and moderate-income tenants and provide homes for more affluent persons able to afford the higher prices which the converted apartments command. Indeed, studies indicate that the burden of conversion displacement falls most

frequently on low- and moderate-income and elderly persons. At the same time, the conversion of a building to common interest community ownership can lead to a substantial increase in property value, a result which proponents believe can be an important factor in curtailing the problem of declining urban tax bases. Proponents also point out that the conversion of rental units in inner-city areas to individual ownership frequently results in the stabilization of the buildings concerned, thus providing an important technique for use in neighborhood preservation and revitalization. This section, which seeks to balance these competing interests, is based principally on similar provisions set forth in the condominium statutes of Virginia and the District of Columbia.

2. In an attempt to strike a fair balance between the competing interests of rental tenants and prospective owners, subsection (b) provides the tenant a right for 60 days to purchase the unit which he leases at a price and on terms offered by the declarant. The subsection discourages unreasonable offers by declarants by providing that, if the tenant fails to accept the terms offered, the declarant may not thereafter sell the unit at a lower price or upon more favorable terms to a third person for at least 180 days. However, the declarant is not required to offer residential tenants the right to purchase commercial units or to offer to sell to tenants if the dimensions of their previous apartments have been substantially altered. The reason for this exception is that, if an apartment is subdivided or if two apartments are merged into a single planned community unit, compliance with the requirements of subsection (b) would be impossible.

3. Jurisdictions with rent control statutes should consider whether amendments to this section are necessary to conform to the procedures or substantive requirements set out in the rent control laws or whether modifications to the rent control laws may be required as a result of the enactment of this section.

4. Except for the restrictions on permissible evictions stated in subsection (a), this Act does not change the law of summary process in a State. As a result, if a tenant refuses to vacate the premises following the 120-day notice, the usual provisions of the State's summary process statutes would apply, while any defenses available to a tenant would also be available.

SECTION 4-113. EXPRESS WARRANTIES OF QUALITY.

(a) Express warranties made by ~~any seller~~ a declarant to a purchaser of a unit, if relied upon by the purchaser, are created as follows:

(1) any affirmation of fact or promise which relates to the unit, its use, or rights appurtenant thereto, area improvements to the common interest community that would directly benefit the unit, or the right to use or have the benefit of facilities not located in the common interest community, creates an express warranty that the unit and related rights and uses will conform to the affirmation or promise;

(2) any model or description of the physical characteristics of the common interest community, including plans and specifications of or for improvements, creates an express warranty that the common interest community will conform to the model or description unless the model or description clearly discloses that it is only proposed or is subject to change;

(3) any description of the quantity or extent of the real estate comprising the common interest community, including plats or surveys, creates an express warranty that the common interest community will conform to the description, subject to customary tolerances; and

(4) a provision that a purchaser may put a unit only to a specified use is an express warranty that the specified use is lawful.

(b) Neither formal words, such as “warranty” or “guarantee,”¹ nor a specific intention to make a warranty, are necessary to create an express warranty of quality, but a statement purporting to be merely an opinion or commendation of the real estate or its value does not create a warranty.

(c) Any conveyance of a unit transfers to the purchaser all express warranties of quality made by ~~previous sellers~~. the declarant.

Comment

1. This section, together with Sections 4-114, 4-115, and 4-116, are adapted from the real estate warranty provisions contained in the Uniform Land Transactions Act (ULTA).

2. This section, which parallels Section 2-308 of ULTA, deals with express warranties, that is, with the expectations of the purchaser created by particular conduct of the declarant in connection with inducement of the sale. It is based on the principle that, once it is established that the declarant has acted so as to create particular expectations in the purchaser, warranty should be found unless it is clear that, prior to the time of final agreement, the declarant has negated the conduct which created the expectation.

3. Subsection (b) makes it clear that no specific intention to make a warranty is necessary if any of the factors mentioned in subsection (a) are made part of the basis of the bargain between the parties. In actual practice, representations made by a declarant concerning common interest community property during the bargaining process are typically regarded as a

part of the description. Therefore, no particular reliance on the representations need be shown in order to weave them into the fabric of the agreement. Rather, the burden is on the declarant to show that representations made in the bargaining process were not relied upon by the purchaser at the time of contracting.

4. Subsection (a)(1) provides that representations as to improvements and facilities not located in the common interest community may create express warranties. Declarants often assert that recreational facilities, such as swimming pools, golf courses, tennis courts, etc., will be constructed in the future and that unit owners will have the right to utilize such facilities once constructed. Such assertions are intended to be included within the language “have the benefit of facilities not located in the planned community.” If, under the circumstances, such improvements would benefit the unit being sold, then the declarant may be liable for breach of express warranty if they are not completed. Such liability is distinct from the declarant’s obligations, under Section 4-119, to complete all improvements labeled “MUST BE BUILT” on plats and plans.

5. Under subsection (a)(4), a contract provision permitting the purchaser to use a common interest community unit only for a specified use or uses creates an express warranty that the unit may lawfully be used for that purpose. Therefore, if there is a limitation on use, the resulting express warranty could not be disclaimed by a disclaimer of implied warranties under Section 4-115.

6. The precise time when representations set forth in subsection (a) are made is not material. The sole question is whether the language or other representations of the declarant are fairly to be regarded as part of the contract between the parties.

7. Subsection (b) makes clear that it is not necessary to the existence of a warranty that the declarant have intended to assume a warranty obligation. On the other hand, mere statements of opinion or commendations by the declarant do not necessarily create warranties. Whether a particular statement purports to be merely opinion or commendation is basically a question of whether the purchaser could reasonably rely upon the statement as a meaningful representation or promise with respect to the planned community. That determination depends, in turn, not merely upon the words used but also upon the relative characteristics and skills of the parties. Thus, a representation by a declarant to a novice purchaser that a particular planned community unit is in “good condition” may be more than mere opinion or commendation, while the same statement by a novice seller to a professional buyer would likely be only opinion or commendation, and thus not a warranty.

8. The provision of subsection (c) that the conveyance of a unit transfers to the purchaser all express warranties made by prior declarants is intended, in part, to avoid the possibility that a declarant could negate his warranty obligations through the device of transferring a unit through a shell entity to the ultimate purchaser.

SECTION 4-114. IMPLIED WARRANTIES OF QUALITY.

(a) A declarant and any dealer warrants that a unit will be in at least as good condition at the earlier of the time of the conveyance or delivery of possession as it was at the time of

contracting, reasonable wear and tear excepted.

(b) A declarant and any dealer impliedly warrants that a unit and the common elements in the common interest community are suitable for the ordinary uses of real estate of its type and that any improvements made or contracted for by ~~him~~, the declarant or dealer or made by any person before the creation of the common interest community, will be:

(1) free from defective materials; and

(2) constructed in accordance with applicable law, according to sound engineering and construction standards, and in a workmanlike manner.

(c) ~~In addition, a~~ A declarant and any dealer warrants to a purchaser of a unit that may be used for residential use that an existing use, continuation of which is contemplated by the parties, does not violate applicable law at the earlier of the time of conveyance or delivery of possession.

(d) Warranties imposed by this section may be excluded or modified as specified in Section 4-115.

(e) For purposes of this section, improvements made or contracted for by an affiliate of a declarant (~~Section 1-103(1)~~) are made or contracted for by the declarant.

(f) Any conveyance of a unit transfers to the purchaser all of the declarant's implied warranties of quality.

Comment

1. This section, which is based upon Section 2-309 of ULTA, overturns the rule still applied in many States that a professional seller of real estate makes no implied warranties of quality (the rule of "*caveat emptor*"). In recent years, that rule has been increasingly recognized as a relic of an earlier age whose continued existence defeats reasonable expectations of purchasers. Since the 1930's, more and more courts have completely or partially abolished the *caveat emptor* rule, and it is clear that the judicial tide is now running in favor of seller liability.

2. The principal warranty imposed under this section is that of suitability of both the unit and common elements for ordinary uses of real estate of similar type, and of quality of construction. Both of these warranties, which arise under subsection (b), are imposed only against declarants and dealers and not against unit owners selling their units to others.

3. Many recent cases have held that a seller of new housing impliedly warrants that the houses sold are habitable. The warranty of suitability under this Act is similar to the warranty of habitability. However, under the Act, the warranty of suitability applies to both units and common elements in both commercial and residential common interest communities. If, for example, a commercial unit is sold for commercial use and is not suitable for the ordinary uses of common interest community units of that type, the warranty of suitability has been breached. Moreover, this warranty of suitability arises in the case of used, as well as new, buildings or other improvements in the common interest community.

4. The warranty of suitability and of quality of construction arises only against a declarant and dealers. As in the case of sales of goods, a non-professional seller is liable, if at all, only the any express warranties made by him. However, if a non-professional seller fails to disclose defects of which he is aware, he may be liable to the purchaser for fraud or misrepresentation under the common law of the State where the transaction occurred. Also, the warranties imposed by this section may be used to give content to a general “guarantee” by a non-professional seller.

5. The warranty as to quality of construction for improvements made or contracted for by the declarant or made by any person before the creation of the common interest community is broader than the warranty of suitability. Particularly, it imposes liability for defects which may not be so serious as to render the units or common elements unsuitable for ordinary purposes of real estate of similar type. Moreover, subsection (e) prevents a declarant from avoiding liability with respect to the quality of construction warranty by having an affiliated entity make the desired improvements.

6. Under subsection (c), a declarant also warrants to a residential purchaser that an existing use contemplated by the parties does not violate applicable law. The declarant, therefore, is liable for any violation of housing codes or other laws which renders any existing use of the unit or common elements unlawful.

7. The issue of declarant liability for warranties is an important one in cases where a transfer of the declarant’s rights occurs, either as an arm’s length transaction, as a transfer to an affiliate, or as a transfer by foreclosure or a deed in lieu of foreclosure. Subsection (f) makes clear that a conveyance of a unit transfers to the purchaser all warranties of quality made by any declarant, and Section 3-104(b)(1) makes clear that the original declarant remains liable for all warranties of quality with respect to improvements made by him, even after he transfers all declarant rights, regardless of whether the unit is purchased from the declarant who made the improvements. If the successor declarant is an affiliate of the original declarant, it is clear, under both Sections 3-104(b)(2) and 4-114(f), that the original declarant remains liable for warranties of quality or improvements made by his successor even after the declarant himself ceases to have any special declarant rights.

8. As to the liabilities of successor declarants for warranties of quality, a successor who is an affiliate of a declarant is liable, pursuant to Section 3-104(e)(1), for warranties or improvements made by his predecessor. However, any non-affiliated successor of the original declarant is liable only for warranties of quality for improvements made or contracted for by him, and is not liable for warranties which may lie against the original declarant even if the successor sells units completed by the original declarant to a purchaser. *See* Section 3-104(e)(2).

In the case of a foreclosing lender, this is the same result as that reached under Section 2-309(f) of ULTA. The same result is also reached under ULTA in the case of a successor who, under ULTA Section 3-309(b), would be a dealer since under that subsection the seller is liable only for warranties for improvements made or contracted for by him.

**SECTION 4-115. EXCLUSION OR MODIFICATION OF IMPLIED
WARRANTIES OF QUALITY.**

(a) Except as limited by subsection (b) with respect to a purchaser of a unit that may be used for residential use, implied warranties of quality:

(1) may be excluded or modified by agreement of the parties; and

(2) are excluded by expression of disclaimer, such as “as is,” “with all faults,” or other language that in common understanding calls the purchaser’s attention to the exclusion of warranties.

(b) With respect to a purchaser of a unit that may be occupied for residential use, no general disclaimer of implied warranties of quality is effective, but a declarant and any dealer may disclaim liability in an instrument signed by the purchaser for a specified defect or specified failure to comply with applicable law, if the defect or failure entered into and became a part of the basis of the bargain.

Comment

1. This section parallels Section 2-311(b) and (c) of ULTA.
2. Under this section, implied warranties of quality may be disclaimed. However, a warranty disclaimer clause, like any other contract clause, is subject to a possible court holding of unconscionability. Although the section imposes no requirement that a disclaimer be in writing, except in the case of residential units, an oral disclaimer might be ineffective under the law of parole and extrinsic evidence.
3. Except as against purchasers of residential units, there are no formal standards for the effectiveness of a disclaimer clause. All that is necessary under this section is that the disclaimer be calculated to effectively notify the purchaser of the nature of the disclaimer.
4. Under subsection (b), general disclaimers of implied warranties are not permitted with respect to purchasers of residential units. However, a declarant may disclaim liability for a specified defect or a specified failure to comply with applicable law in an instrument signed by

such a purchaser. The requirement that the disclaimer as to each defect or failure be in a signed instrument is designed to insure that the declarant sufficiently calls each defect or failure to the purchaser's attention and that the purchaser has the opportunity to consider the effect of the particular defect or failure upon the bargain of the parties. Consequently, this section imposes a special burden upon the declarant who desires to make a "laundry list" of defects or failures by requiring him to emphasize each item on such a list and make its import clear to prospective purchasers. For example, the declarant of a conversion common interest community might, consistent with this subsection, disclaim certain warranties for "all electrical wiring and fixtures in the building, the furnace, all materials comprising or supporting the roof, and all components of the air conditioning system."

5. This section is not intended to be inconsistent with, or to prevent, the use of insured warranty programs offered by some home builders. However, under the Act, the implied warranty that a new unit will be suitable for ordinary uses (*i.e.*, habitable) and will be constructed in a sound, workmanlike manner, and free of defective materials, cannot be disclaimed by general language.

SECTION 4-116. STATUTE OF LIMITATIONS FOR WARRANTIES.

(a) Unless a period of limitation is tolled under Section 3-111 or affected by subsection (d), a judicial proceeding for breach of any obligation arising under Section 4-113 or 4-114 must be commenced within six years after the [claim for relief][cause of action] accrues, but the parties may agree to reduce the period of limitation to not less than two years. With respect to a unit that may be occupied for residential use, an agreement to reduce the period of limitation must be evidenced by a separate instrument executed by the purchaser.

(b) Subject to subsection (c), a [claim for relief] [cause of action] for breach of warranty of quality, regardless of the purchaser's lack of knowledge of the breach, accrues:

(1) as to a unit, at the time the purchaser to whom the warranty is first made enters into possession if a possessory interest was conveyed or at the time of acceptance of the instrument of conveyance if a nonpossessory interest was conveyed; and

(2) as to each common element, at the time the common element is completed or, if later, as to:

(i)(A) a common element that is added to the common interest community by exercise of development rights, at the time the first unit which was added to the

condominium by the same exercise of development rights is conveyed to a bona fide purchaser;²
or

(ii)(B) a common element within any other portion of the common interest community, at the time the first unit is conveyed to a bona fide purchaser.

(c) If a warranty of quality explicitly extends to future performance or duration of any improvement or component of the common interest community, the [claim for relief] [cause of action] accrues at the time the breach is discovered or at the end of the period for which the warranty explicitly extends, whichever is earlier.

(d) During the period of declarant control, the association may authorize an independent committee of the executive board to evaluate and enforce ~~by any lawful means~~ warranty claims involving the common elements, and to compromise those claims. Only members of the executive board elected by unit owners other than the declarant and other persons appointed by those independent members may serve on the committee, and the committee's decision must be free of any control by the declarant or any member of the executive board or officer appointed by the declarant. All costs reasonably incurred by the committee, including attorney's fees, are common expenses, and must be added to the budget annually adopted by the association under Section 3-115. If the committee is so created, the period of limitation for ~~claims for these warranties~~ a warranty claim considered by the committee begins to run from the date of the first meeting of the committee, ~~regardless of when the period of declarant control terminates.~~

Comment

1. Under subsection (a), the parties may agree that the statute of limitations be reduced to as little as two years. However, such a contract provision (which, in the case of residential units, must be reflected in a separate written instrument executed by the purchaser) could, like other contract provisions, be subject to attack on grounds of unconscionability in particular cases.

2. Except for warranties of quality which explicitly refer to future performance or duration, a cause of action for breach of a warranty of quality would normally arise when the

purchaser to whom it is first made enters into possession. Suit on such a warranty would thus have to be brought within six years thereafter. Even an inability to discover the breach would not delay the running of the statute of limitations in this regard.

3. Real estate sales frequently include warranties that certain components (*e.g.*, furnaces, hot water heaters, air conditioning systems, and roofs) will last for a particular period of time. In the case of such warranties, the statute of limitations would not start running until the breach is discovered, or, if not discovered before the end of the warranty term, until the end of the term.

4. The common elements typically have many components. While always dependent on the particular unit boundaries of the particular project, typical common elements include retaining walls, a swimming pool, water lines, sidewalks, party walls, etc. A phase for this purpose consists of the units, common elements and limited common elements created upon each occasion of the exercise by the declarant of development rights reserved by such declarant.

5. Under subsection (b)(2)(ii), if the declarant has not reserved development rights to expand the community by adding units and common elements or limited common elements, the claim for relief or cause of action for a common element accrues at the later of the time of the first unit sale or the time that common element is completed. However, under amended Section 3-111, that period does not begin to run until declarant control terminates.

On the other hand, if the declarant has retained development rights to expand the community, the cause of action accrues upon the first conveyance of a unit within the phase which includes that particular common element.

6. New subsection (d) creates an alternative mechanism by which a declarant may create an independent board committee to evaluate and enforce warranty claims. The committee is analogous to an independent audit committee composed of outside directors in a publicly held corporation. This section strikes a balance between the legitimate interest of a declarant in not having to provide warranties on the common elements for an unreasonable time, and the equally legitimate interest of unit owners in having an independent analysis of warranty claims before those claims expire.

**SECTION 4-117. EFFECT OF VIOLATIONS ON RIGHTS OF ACTION;
ATTORNEY'S FEES.**

(a) ~~If a declarant or any other person subject to this [act] fails to comply with any of its provisions or any provision of the declaration or bylaws, any person or class of persons adversely affected by the failure to comply has a claim for appropriate relief. A declarant, association, unit owner, or any other person subject to this [act] may bring an action to enforce a right granted or obligation imposed by this [act], the declaration, or the bylaws. [Punitive damages may be awarded for a willful failure to comply with this [act].] The court, in an~~

~~appropriate case~~, may award ~~court costs and~~ reasonable attorney's fees and costs.

(b) Parties to a dispute arising under this [act], the declaration, or the bylaws may agree to resolve the dispute by any form of binding or nonbinding alternative dispute resolution, but:

(1) a declarant may agree with the association to do so only after the period of declarant control ~~passes~~ has expired unless the agreement is made with an independent committee of the executive board elected pursuant to Section 4-116(d); and

(2) an agreement to submit to any form of binding alternative dispute resolution must be in a ~~writing signed~~ record authenticated by the parties.

Comment

1. This section provides a general cause of action or claim for relief for failure to comply with the Act by either a declarant or any other person subject to the Act's provisions. Such persons might include unit owners, persons exercising a declarant's rights of appointment pursuant to Section 3-103(d), or the association itself. A claim for appropriate relief might include damages, injunctive relief, specific performance, rescission, or reconveyance if appropriate under the law of the State, or any other remedy normally available under state law. The section specifically refers to "any person or class of persons" to indicate that any relief available under the state class action statute would be available in circumstances where a failure to comply with this Act has occurred. This section specifically permits punitive damages to be awarded in the case of willful failure to comply with the Act and also permits court costs and attorney's fees to be awarded in the discretion of the court to any party that prevails in an action.

2. The 1994 amendments reflect the Conference's judgment that resolving disputes by non-judicial means is a desirable outcome, subject to the limitations contained in this section.

3. The language of subsection (a) is intentionally broad, and emphasizes the traditional authority of a court in equity to fashion a remedy suited to the circumstances of the case. Importantly, the provisions of this section would apply with equal force to a violation of either this Act or the declaration or by-laws by "any person" besides the declarant – including, for example, the association in its dealings with unit owners, a property manager or unit owners whose own behavior violates those same laws or instruments.

In appropriate cases involving association or executive board activities, the court might grant relief in the form of requiring new elections, removal of officers from office, and orders requiring offending parties to make the association whole for improperly expended funds. A civil action may lie, in an appropriate case, for failure of the executive board to comply with the "open meeting" requirement of §3-108. These examples are not intended to exhaust the traditional authority of a judge to grant "appropriate relief", and that authority is emphasized by the specific grant of discretion to authorize punitive damages or attorneys fees, as the circumstances warrant. The brackets around the punitive damages provisions in subsection (a),

added in 2008, reflect the drafters' awareness of differing policies on that subject among the states.

4. Nothing in this section prohibits a unit owner from seeking independently to enforce any provision of the declaration, bylaws or rules. However, limitations in those instruments may require that the unit owner participate in some form of alternative dispute resolution before commencing suit; see Section 3-102(a)(18).

SECTION 4-118. LABELING OF PROMOTIONAL MATERIAL. No promotional material may be displayed or delivered to prospective purchasers which describes or portrays an improvement that is not in existence unless the description or portrayal of the improvement in the promotional material is conspicuously labeled or identified either as “MUST BE BUILT” or as “NEED NOT BE BUILT.”

Comment

This section requiring the labeling of improvements depicted on promotional material is necessary to assure that purchasers are not deceived with respect to improvements the declarant indicates he intends to make in a common interest community.

SECTION 4-119. DECLARANT’S OBLIGATION TO COMPLETE AND RESTORE.

(a) Except for improvements labeled “NEED NOT BE BUILT,” the declarant shall complete all improvements depicted on any site plan or other graphic representation, including any plats or plans prepared pursuant to Section 2-109, whether or not that site plan or other graphic representation is contained in the public offering statement or in any promotional material distributed by or for the declarant.

(b) The declarant is subject to liability for the prompt repair and restoration, to a condition compatible with the remainder of the common interest community, of any portion of the common interest community affected by the exercise of rights reserved pursuant to or created by Section 2-110, 2-111, 2-112, 2-113, 2-115, or 2-116.

Comment

1. The duty imposed by subsection (a) is a fundamental obligation of the declarant and is one with which a successor declarant is obligated to comply under Section 3-104.

2. Section 4-119(b) requires the declarant to repair and restore the common interest community following the exercise of any rights reserved or created to exercise a development right (Section 2-110), to alter units (Section 2-112), relocate the boundaries between adjoining units (Section 2-112), subdivide units (Section 2-113), use units or common elements for sales purposes (Section 2-115), or exercise of easement rights (Section 2-116). Plainly, this obligation on the declarant exists only if the declarant, in his capacity as a unit owner, exercises these rights. If any right to, for example, alter units, is exercised by another unit owner, that unit owner and not the declarant, would be responsible for the consequences of those acts.

SECTION 4-120. SUBSTANTIAL COMPLETION OF UNITS. In the case of a sale of a unit in which delivery of a public offering statement is required, a contract of sale may be executed, but no interest in that unit may be conveyed, until the declaration is recorded and ~~the~~ ~~unit~~ is substantially completed, as evidenced by a recorded certificate of substantial completion executed by an independent [registered] architect, surveyor, or engineer, or by issuance of a certificate of occupancy authorized by law.

Comment

The purpose of this section, complemented by Section 4-110, is to assure that the declarant is not able to obtain use of the purchaser's money until the purchaser is able to get a completed unit.

SECTION 4-121. EFFECTIVE DATE. This [Act] takes effect [date].

[OPTIONAL]

[ARTICLE] 5

ADMINISTRATION AND REGISTRATION

OF COMMON INTEREST COMMUNITIES

SECTION 5-101. ADMINISTRATIVE AGENCY. As used in this [Act], “agency” means [insert appropriate administrative agency], which is an agency within the meaning of [insert appropriate reference to state administrative procedure act]. [Insert any related provisions on creation, selection, and remuneration of personnel, budget, annual reports, fees, and other administrative provisions appropriate to the particular State.]

Comment

1. Each State should insert in lieu of the bracketed language in the first sentence that agency, whether it be the Real Estate Commission, the Attorney General’s Office, or any other existing or new agency, which the State deems appropriate for regulation of common interest communities.

2. The 1961 Revised Model State Administrative Procedure Act (the “Model Act”) had been adopted in 20 States and the District of Columbia by 1981. The appropriate reference in those States to the definition of “Agency” would be the statute adopting Section 1(1) of the Model Act. In those States which have not adopted the Model Act, reference to a similar statute should be made to insure that the procedures of the agency regulating planned communities are undertaken in accordance with the principles of procedural due process which underlie the Model Act. In those States which do not have an administrative procedure act, appropriate administrative procedures should be included, either in this section or elsewhere in this article, to provide for hearings, appellate review, regulations, and other administrative matters.

3. As indicated, Article 5 was not designed to solve all procedural matters which are appropriate for an agency. Rather, the Act relies on the cross reference to a state administrative procedure act. Even in such States, however, it may be appropriate to include other provisions, either in Section 5-101 or elsewhere in this article, which are necessary under state practice to insure the proper functioning of a state agency. This might include budget authority, salary levels, civil service requirements, and the like. This may be particularly important when a new state agency is created.

SECTION 5-102. REGISTRATION REQUIRED. A declarant may not offer or dispose of a unit intended for residential use unless the common interest community and the unit are registered with the agency, but a common interest community consisting of no more than 12

units and which is not subject to development rights is exempt from the requirements of this section and Section 5-103(a).

Comment

1. Registration of a common interest community is only required in the case of a common interest community or unit intended for residential use. Commercial and industrial common interest communities, accordingly, are exempt from registration under this Act. Also exempt from the requirement of registration is a small common interest community containing 12 or fewer units, so long as the common interest community is not subject to development rights. However, the small common interest community and the industrial or commercial common interest community are still subject to scrutiny by the agency under its general powers, despite the fact that registration is not required.

2. If Article 5 were adopted in a particular State, a declarant could not offer or dispose of a residential unit unless that unit were registered with the agency. However, he could offer and dispose of the unit after registration was approved but before the common interest community was created, subject to the requirements of Sections 2-101 and 5-103.

SECTION 5-103. APPLICATION FOR REGISTRATION; APPROVAL OF UNCOMPLETED UNITS.

(a) An application for registration must contain the information and be accompanied by any reasonable fees required by the agency's [rules] [regulations]. A declarant promptly shall file amendments to report any actual or expected material change in any document or information contained in the application.

(b) If a declarant files with the agency a declaration or proposed declaration, or an amendment or proposed amendment to a declaration, creating units that he proposes to convey before they are substantially completed in the manner required by Section 4-120 and, in a condominium, by Section 2-101(b), the declarant shall also file with the agency:

(1) a verified statement showing all costs involved in completing the buildings containing those units;

(2) a verified estimate of the time of completion of construction of the buildings containing those units;

(3) satisfactory evidence of sufficient funds to cover all costs to complete the buildings containing those units;

(4) a copy of the executed construction contract and any other contracts for the completion of the buildings containing those units;

(5) a 100 percent payment and performance bond covering the entire cost of construction of the buildings containing those units;

(6) plans for the units which, in the case of a condominium or planned community, shall conform to the requirements of Section 2-109(c);

(7) if purchasers' funds are to be utilized for the construction of the common interest community, an executed copy of the escrow agreement with an escrow company or financial institution authorized to do business within the State which provides that:

(i) disbursements of purchasers' funds may be made from time to time to pay for construction of the common interest community, architectural, engineering, finance, and legal fees, and other costs for the completion of the common interest community in proportion to the value of the work completed by the contractor as certified by an independent [registered] architect or engineer, on bills submitted and approved by the lender of construction funds or the escrow agent;

(ii) disbursement of the balance of purchasers' funds remaining after completion of the common interest community must be made only when the escrow agent or lender receives satisfactory evidence that (A) the period for filing mechanic's and materialman's liens has expired, (B) the right to claim those liens has been waived, or (C) adequate provision has been made for satisfaction of any claimed mechanic's or materialman's lien; and

(iii) any other restriction relative to the retention and disbursement

of purchasers' funds required by the agency; and

(8) any other materials or information the agency may require by its [rules] [regulations].

(c) The agency may not register the units described in the declaration or the amendment unless the agency determines, on the basis of the material submitted by the declarant and any other information available to the agency, that there is a reasonable basis to expect that the units to be conveyed will be completed by the declarant following conveyance.

Comment

1. Subsection (a) is a general provision empowering the agency by regulation to develop requirements for information to be submitted to the agency, and for the imposition of reasonable fees by the agency. Such rules or regulations, under the Model Act, could be adopted only after providing notice to interested persons and an opportunity to be heard. *See* Section 3 of the Model Act. The article encourages, but does not require, development of uniform regulations between States adopting Article 5. *See* Section 5-107(e).

2. Under Section 2-101(b) a condominium declaration may not be recorded until all structural and mechanical systems for units which will be created by the recording are substantially completed. While there is no similar requirement for planned communities and cooperatives, Section 4-120, which is applicable to all types of common interest communities, prohibits *conveyance* of units before they are substantially completed.

In addition, under Section 4-110, any deposit made in connection with the purchase or reservation of a unit must be held in escrow until closing. The combined effect of Sections 2-101(b), 4-120, and 4-110 is to insure that any funds of a purchaser are held in escrow until his unit is substantially completed and the purchaser has title.

Subsection (b) is a departure from the requirements of Sections 2-106(b) and 4-120. The need for consumer protection suggests that substantial completion of a residential unit should be a prerequisite for conveying the unit to a purchaser in the absence of an agency to control and review planned community projects. Under subsection (b), however, a declarant may file a declaration or proposed declaration, or an amendment to a declaration, for the purpose of creating a common interest community in which the units are not substantially completed. Subsection (b) contemplates that the agency might nevertheless register the units described in the declaration or amendment, if the agency were satisfied that the units would be completed. Registration would then permit the declarant to offer to sell and convey the uncompleted units.

In addition, paragraph (7) of Section 5-103(b) contemplates that purchaser's funds might be used, despite the language of Section 4-110 for construction of the planned community. Controls are imposed, however, to insure that disbursements are made in accordance with the value of work completed and approved by an escrow agent.

Note that the common elements in the common interest community under the Act need not be completed at the time of the sale, even in the absence of an agency. Completion of common elements, however, is governed by Section 4-119 (Obligation to Complete and Restore).

3. The agency, by regulation, should determine the parties whom the payment and performance bond required under paragraph (b)(5) indemnifies.

SECTION 5-104. RECEIPT OF APPLICATION; ORDER OF REGISTRATION.

(a) The agency shall acknowledge receipt of an application for registration within [five] business days after receiving it. Within [60] days after receiving the application, the agency shall determine whether:

(1) the application and the proposed public offering statement satisfy the requirements of this [Act] and the agency's [rules] [regulations];

(2) the declaration and bylaws comply with this [Act]; and

(3) it is likely that the improvements the declarant has undertaken to make can be completed as represented.

(b) If the agency makes a favorable determination, it shall issue promptly an order registering the common interest community. Otherwise, unless the declarant has consented in writing to a delay, the agency shall issue promptly an order rejecting registration.

Comment

1. This section provides reasonable deadlines for agency review of an application for registration, and describes the standards by which the application should be measured. The agency is directed to review the documents provided to the purchaser, and is given a great deal of discretion in mandating the form and content of the public offering statement; *see* Section 5-110.

2. The agency is also charged with reviewing those common element improvements which a declarant has promised to make, and which would be labeled under Section 4-118 as "MUST BE BUILT," to determine whether the declarant has the financial capacity to build them.

3. In the event the agency were to issue an order rejecting registration under subsection (b), an important issue concerning judicial review of that order may arise in some States.

The order would appear to be a rejection of an application for a license, as defined in Section 1(3) of the Model Act; it would be a “contested case,” however, within the meaning of Section 1(2) of the Model Act, only if “an opportunity for hearing” is provided. No right to a hearing, or right of appeal, is provided in the Act.

The order rejecting registration thus might not be appealable under Section 15 of the Model Act, because judicial review is provided under Section 15 only for “contested cases.” While that section does not limit utilization of, or the scope of judicial review available under, other means of review, some courts have held that, in the absence of specific statutory authority to hear an appeal from an administrative decision, courts have no jurisdiction to entertain such an appeal. *See, e.g., Rybinski v. State Employees’ Retirement Comm.*, 173 Conn. 462 (1977).

Accordingly, the law of each State should be carefully reviewed. In cases where the state administrative procedure act provides for appeals from decisions on licensing matters made by state agencies regardless of the availability of a hearing, no amendment would be required.

SECTION 5-105. CEASE AND DESIST ORDERS. If the agency determines, after notice and hearing, that any person has disseminated or caused to be disseminated orally or in writing any false or misleading promotional materials in connection with a common interest community or that any person has otherwise violated any provision of this [Act] or the agency’s [rules] [regulations] or orders, the agency may issue an order to cease and desist from that conduct, to comply with the provisions of this [Act] and the agency’s [rules] [regulations] and orders, or to take affirmative action to correct conditions resulting from that conduct or failure to comply.

SECTION 5-106. REVOCATION OF REGISTRATION.

(a) The agency, after notice and hearing, may issue an order revoking the registration of a common interest community upon determination that a declarant or any officer or principal of a declarant has:

(1) failed to comply with a cease and desist order issued by the agency affecting that common interest community;

(2) concealed, diverted, or disposed of any funds or assets of any person in a manner impairing rights of purchasers of units in that common interest community;

(3) failed to perform any stipulation or agreement made to induce the agency to issue an order relating to that common interest community;

(4) misrepresented or failed to disclose a material fact in the application for registration; or

(5) failed to meet any of the conditions described in Sections 5-103 and 5-104 necessary to qualify for registration.

(b) A declarant may not convey, cause to be conveyed, or contract for the conveyance of any interest in a unit while an order revoking the registration of the common interest community is in effect, without the consent of the agency.

(c) In appropriate cases the agency, in its discretion, may issue a cease and desist order in lieu of an order of revocation.

Comment

1. This section permits the agency, after notice and hearing, to revoke a prior registration of a common interest community. Under Section 15 of the Model Act, the revocation would not be effective until the last day for seeking review of the agency order. While the filing of the appeal would not stay the agency's decision, the agency or reviewing court could grant a stay of the revocation. Naturally, this result may vary in a particular State.

2. A declarant is prohibited from disposing of any interest in a unit when registration has been revoked, without consent of the agency.

SECTION 5-107. GENERAL POWERS AND DUTIES OF AGENCY.

(a) The agency may adopt, amend, and repeal [rules] [regulations] and issue orders consistent with and in furtherance of the objectives of this [Act], but the agency may not intervene in the internal activities of an association except to the extent necessary to prevent or cure violations of this [Act]. The agency may prescribe forms and procedures for submitting information to the agency.

(b) If it appears that any person has engaged, is engaging, or is about to engage in any act or practice in violation of this [Act] or any of the agency's rules or orders, the agency without

prior administrative proceedings may maintain an action in the [appropriate court] to enjoin that act or practice or for other appropriate relief. The agency is not required to post a bond or prove that no adequate remedy at law exists.

(c) The agency may intervene in any action involving the powers or responsibilities of a declarant in connection with any common interest community for which an application for registration is on file.

(d) The agency may accept grants in aid from any governmental source and may contract with agencies charged with similar functions in this or other jurisdictions, in furtherance of the objectives of this [Act].

(e) The agency may cooperate with agencies performing similar functions in this and other jurisdictions to develop uniform filing procedures and forms, uniform disclosure standards, and uniform administrative practices, and may develop information that may be useful in the discharge of the agency's duties.

(f) In issuing any cease and desist order or order rejecting or revoking registration of a common interest community, the agency shall state the basis for the adverse determination and the underlying facts.

(g) The agency, in its sound discretion, may require bonding, escrow of portions of sales proceeds, or other safeguards it may prescribe by its [rules] [regulations] to guarantee completion of all improvements which a declarant is obligated to complete pursuant to Section 4-119 (Declarant's Obligation to Complete and Restore).

Comment

1. Under subsection (a), the agency is empowered to adopt regulations and issue orders in furtherance of the objectives of this Act. Those objectives are the same as the underlying purposes of the Act. The agency, however, is prohibited from intervening in the internal activities of the association except to the extent necessary to prevent or cure violations of this Act. The principal purpose of the agency is to regulate the behavior of the declarant, not the behavior of individual unit owners. If, however, the declarant is misusing the association by

virtue of his power to control its activities, and thereby violating the Act, the agency may act to prevent the violation.

2. Subsection (g) empowers the agency to require bonding, escrow, or other safeguards to guarantee completion of improvements labeled “MUST BE BUILT” (Section 4-118).

A substantive requirement for bonding is not included under Article 4 for all common interest communities, in all circumstances. While some States have adopted bonding and escrow requirements for completion of the common elements in condominiums (*see, e.g.*, Section 47-74d, Conn. Gen. Stat.), the available economic evidence indicates that a universal bonding requirement would increase the cost of units, and that the cost of such provisions may not always be justified. The principal concern for consumer protection in this regard has been resolved in the Act by requiring substantial completion of all units prior to conveyance (Section 4-120) and by requiring labeling of common elements as either “MUST BE BUILT” or “NEED NOT BE BUILT.”

At the same time, particularly in the case of common interest communities registered under Section 5-103(b), there may be individual cases where the agency, in its discretion, may find escrowing or bonding to be in the public interest. For that reason, this power is included only as a permissible power for the agency under Article 5.

SECTION 5-108. INVESTIGATIVE POWERS OF AGENCY.

(a) The agency may initiate public or private investigations within or outside this State to determine whether any representation in any document or information filed with the agency is false or misleading or whether any person has engaged, is engaging, or is about to engage in any unlawful act or practice.

(b) In the course of any investigation or hearing, the agency may subpoena witnesses and documents, administer oaths and affirmations, and adduce evidence. If a person fails to comply with a subpoena or to answer questions propounded during the investigation or hearing, the agency may apply to the [appropriate court] for a contempt order or injunctive or other appropriate relief to secure compliance.

Comment

The powers enumerated in Sections 5-107 and 5-108 are specifically granted to the agency because of judicial determinations in various States that, in the absence of such statutory powers, agencies have no authority to act.

SECTION 5-109. ANNUAL REPORT AND AMENDMENTS.

(a) A declarant, within 30 days after the anniversary date of the order of registration, annually shall file a report to bring up-to-date the material contained in the application for registration and the public offering statement. This provision does not relieve the declarant of the obligation to file amendments pursuant to subsection (b).

(b) A declarant promptly shall file amendments to the public offering statement with the agency.

(c) If an annual report reveals that a declarant owns or controls units representing less than [25] percent of the voting power in the association and that a declarant has no power to increase the number of units in the common interest community, or to cause a merger or confederation of the common interest community with other common interest communities, the agency shall issue an order relieving the declarant of any further obligation to file annual reports. Thereafter, so long as the declarant is offering any units for sale, the agency has jurisdiction over the declarant's activities, but has no other authority to regulate the common interest community.

Comment

1. This section requires annual reports from a declarant to the agency in order to keep the information filed with the agency current. This requirement parallels the declarant's obligation to provide a current public offering statement to unit owners. *See* Section 4-103(c).

2. Under subsection (c), if the period of declarant control has passed, the declarant is relieved of the obligation to continue to file an annual report. However, the obligation to continue to provide public offering statements is imposed on a declarant under Section 4-103(c) so long as he is offering any unit for sale. The agency would thus continue to have jurisdiction over the declarant's activities, but would have no other authority to regulate the common interest community.

SECTION 5-110. AGENCY REGULATION OF PUBLIC OFFERING STATEMENT.

(a) The agency at any time may require a declarant to alter or supplement the form or substance of a public offering statement to assure adequate and accurate disclosure to prospective purchasers.

(b) The public offering statement may not be used for any promotional purpose before registration and afterwards only if it is used in its entirety. No person may advertise or represent that the agency has approved or recommended the common interest community, the disclosure statement, or any of the documents contained in the application for registration.

(c) In the case of a common interest community situated wholly outside this State, an application for registration or proposed public offering statement filed with the agency which has been approved by an agency in the State where the common interest community is located and substantially complies with the requirements of this [Act] may not be rejected by the agency on the grounds of non-compliance with any different or additional requirements imposed by this [Act] or by the agency's [rules] [regulations]. However, the agency may require additional documents or information in particular cases to assure adequate and accurate disclosure to prospective purchasers.

Comment

1. Subsection (c) attempts to facilitate interstate sales of units by requiring the agency in the enacting State to accept an agency-approved public offering statement from the State where the common interest community is located. This avoids the need for a different public offering statement in several States for the same project. If no agency exists in the State where the common interest community is located, however, a public offering statement must be prepared and approved before offering an out-of-state unit in an enacting State.

2. Because of the bracketed language contained in Section 1-208, which should be inserted in the Act if Article 5 is enacted, a foreign common interest community must only be registered under this article in an enacting State if a declarant is "offering" units in that common interest community in the enacting State. Thus, general advertising which did not meet the definition of "offering" could be circulated in the enacting State without registration. If an "offering" is once made, however, then all of Article 5 applies to the foreign common interest community. Any "disposition" of a foreign residential common interest community in an enacting State, of course, would require delivery of a public offering statement even in the absence of an agency; *see* Section 1-208. If an agency exists in the enacting State, any disposition in that State would be illegal if the common interest community were not registered in the enacting State; *see* Section 1-208.

From: Peter Appignani <pappignani@FRONTIERNET.NET>
Subject: **For the Planning Commission Agenda**
Date: July 7, 2010 5:54:52 AM EDT
To: "Jennifer M. Brockman" <planningdepartment@jeffersoncountywv.org>, "Jennifer M. Brockman" <zoning@jeffersoncountywv.org>
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▶ 2 Attachments, 336 KB

Please place the attached letter on the Planning Commission agenda for discussion as appropriate.

It is in response to a request concerning the current zoning amendments.

Note that the letter respectfully requests that the Jefferson County Organization of Homeowners Association (JCOHOA) be put on the agenda for your August 24, 2010 meeting for 15 minutes.

I will mail or deliver a signed copy to you in the next few days.

The letter is being provided in both MS Word and Adobe Acrobat Formats for your convenience.

If you have any questions please do not hesitate to contact me at this email address or the phone numbers provided below.

Peter Appignani

Home (304) 724-2130

Work (301) 251-7608



[Planning Co....doc \(109 KB\)](#)



[Planning Co...010 \(226 KB\)](#)



The Jefferson County Organization of Homeowners Associations, Inc.

The purpose of the JCOHOA is to focus on the issues relating to the preservation and promotion of the present and future welfare of the Jefferson County Homeowners Associations. The Organization is comprised of Jefferson County, West Virginia Homeowners Associations having been established with the purpose of the discussion of common problems, the sharing of solutions, the communication of important information to our communities and to be a cohesive force to protect the interests and welfare of Jefferson County home owners.

Your home is the largest single investment you will make in your lifetime.

Who we are:

We are members, elected officers and/or Board of Directors of Jefferson County HOAs.

The idea, the need, for this organization grew out of conversations with several Homeowners Associations officers who regularly attend an every other month breakfast organized by one of our civic representatives. From these discussions, it became apparent that the HOAs in Jefferson County had many of the same problems, concerns and issues. Although many of the concerns are countywide, some of the concerns are more localized. However, they were still the same issues and concerns and affect many communities in Jefferson County. Several of us believed that if we began working together, in a synergistic effort, we could resolve many of these problems, issues and concerns through discussion and the sharing of solutions and ideas. We believe that this communication between HOAs and this sharing of knowledge will strengthen each HOA and will benefit our community members – the homeowners.

Some of the issues we are tackling:

- Eminent Domain (affecting PATH and Hall Town Waste Water Treatment Plant)
- Property taxes and tax appeals (including foreclosures)
- Common property taxes (Crystal Lake Property Owners Association)
- Law enforcement issues (e.g., vandalism, off road vehicles, speeding on private roads)
- Covenants and other governing documents
 - Chapter 36B, Uniform Common Interest Ownership Act.
- Snow removal reimbursement from FEMA
- Insurance and liability (HOA, Board & officers, other community volunteers & homeowners)
- Road maintenance and reserve fund issues
- Fire hydrant testing



The Jefferson County Organization of Homeowners Associations, Inc.

- Management companies

Communications:

The JCOHOA has become a valuable communications resource for our members. During the blizzards of 2010 our bulletin board became a forum that allowed us to share information. This information included road conditions in the county, emergency shelter locations and help line numbers for homeowners in need. Our Google Group forum:

<http://www.JCOHOA.ORG> or
<http://groups.google.com/group/JCOHOA?hl=en>

gave us instant access to our combined knowledge of what was happening across the county. This is information that could not be found on local radio or TV.

Member HOAs: (number of homes)

- ◆ Blue Ridge Acres Civic Association (325)
- ◆ Breckenridge (282)
- ◆ Cloverdale Heights (137)
- ◆ Gap View Village (178)
- ◆ Meadow Brook Farms (95)
- ◆ Patrick Henry Estates (154)

- ◆ River View Park (92)
- ◆ Tuscaawilla Hills (564*)

Total: 1827 Homes
*502 single family homes, 62
apartments

The Jefferson County Organization of Homeowners Associations, Inc. was incorporated in the State of West Virginia in August 2009 under section 501(c)(3) of the Internal Revenue Code. Our Articles of Incorporation, Bylaws, and membership application can be obtained at our Google Group Forum.

Public Policies

Public Policies, is a publication produced by Community Associations Institute (CAI). This publication is made available at cost. Please be aware that this document is also available for downloading at no cost at www.caionline.org

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2010 Public Policies of Community Associations Institute

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Public policies are subject to change and may be amended from time to time. Please check our Web site annually for the latest updates or additions. To order additional copies of this manual please contact CAI.

Community Associations Institute

Founded in 1973, Community Associations Institute (CAI) is the national voice for an estimated 60 million people who live in more than 305,000 community associations of all sizes and architectural types throughout the United States. Community associations include condominium associations, homeowner associations, cooperatives and planned communities.

CAI is dedicated to fostering vibrant, responsive, competent community associations that promote harmony, community and responsible leadership. CAI advances excellence through a variety of education programs, professional designations, research, networking and referral opportunities, publications, and advocacy before legislative bodies, regulatory bodies, and the courts.

In addition to individual homeowners, CAI's multidisciplinary membership encompasses community association managers and management firms, attorneys, accountants, engineers, builders/developers, and other providers of professional products and services for homeowners and their associations. CAI represents this extensive constituency on a range of issues including taxation, bankruptcy, insurance, private property rights, telecommunications, fair housing, electric utility deregulation, and community association manager credentialing. CAI's over 30,000 members participate actively in the public policy process through more than 60 local, regional and state chapters and 33 state Legislative Action Committees.

For additional information, please contact CAI's Government & Public Affairs Department by phone (703-548-8600), fax (703-684-1581) or e-mail (g&pa@caionline.org).



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COMMUNITY ASSOCIATIONS INSTITUTE

PROCEDURES FOR THE ADOPTION OF PUBLIC POLICIES

To ensure a consistent and timely method for the adoption of public policies by CAI, and to promote the continued development of topical and timely public policies, the following procedures shall be followed:

1. Any member, chapter, Legislative Action Committee, other committee, council, task force, or staff of CAI may request the adoption of a public policy by submitting to the Government & Public Affairs Committee (G&PAC), directed to the designated staff member, a draft of the desired proposed policy or amendment and a statement of purpose detailing the basis and need for CAI to adopt the requested policy or amendment.
2. The Government & Public Affairs staff member and the chair of the G&PAC shall identify those committees or task forces from which input on the requested policy would be appropriate and will request input from those committees and task forces. Each such committee or task force is invited to submit written comments to the G&PAC. Those comments shall include a recommendation to the G&PAC on the course of action to take, including whether the proposed policy or amendment should be published for comment by CAI's members prior to final action being taken on the request.
1. The G&PAC staff person shall assemble comments and transmit those comments with the request for the proposed policy or amendment to the members of the G&PAC. The request for a proposed policy or amendment shall be an agenda item for the next scheduled meeting of the G&PAC. At that meeting, the Committee shall (1) consider whether the proposed policy or amendment should be published for comment by the CAI membership; (2) consider whether the proposed policy or amendment as recommended by the appropriate committee or taskforce should be acted upon at that time; or (3) to vote on whether to approve the proposed policy or amendment. If it is determined that the proposed policy or amendment should be published for comment by the membership of CAI or additional work is needed to shape the proposed policy or amendment, the proposal will be placed on the agenda and reconsidered at the next meeting of the G&PAC.
2. The draft approved by the Committee will be submitted to the Board of Trustees for consideration. The Board of Trustees may adopt the proposed policy or amendment as recommended or with modifications, disapprove the proposed policy or amendment, or return the proposal to the G&PAC with comments or suggested modifications. The Board of Trustees may, in such cases as it deems appropriate:
 - a. Conduct a public hearing, or hearings, at the ensuing conference to obtain input from the membership; or
 - b. Publish a draft of the proposed public policy in one or more of CAI's publications and invite comment on the proposal.
3. Upon approval by the Board of Trustees, the final draft of the public policy and background statement shall be formatted to be consistent with existing public policies in the *Public Policy Manual* and disseminated.
4. The Board of Trustees may, in its discretion, waive or modify any of the foregoing steps in order to expedite the consideration and adoption of a public policy if expedited review is determined necessary, appropriate or in the best interest of CAI.

Amended by the Board of Trustees, March 3, 2010
Adopted by the Board of Trustees, October 1, 1994

Community Associations Institute

SUMMARY OF PUBLIC POLICIES

AESTHETICS AS AN ECONOMIC ISSUE

CAI opposes any and all attempts at the federal, state and local levels to enact laws or regulations that ignore or negate the economic importance of aesthetic controls.

ALTERNATIVE DISPUTE RESOLUTION MECHANISMS

CAI recognizes the need for and supports the use of alternative dispute resolution mechanisms to resolve disputes arising in community associations in appropriate cases.

ASSESSMENT INCREASE LIMITATIONS

CAI supports the elimination of any requirement that community association documents prohibit the increase of assessments by the board of directors above a fixed percentage without approval of a vote of owners.

COMMUNITY ASSOCIATION BUDGETS AND RESERVES

CAI believes it is imperative for all community associations to adopt and use a financial planning and budget process which accurately reflects projected annual operating costs and long-term capital or major expenses ("reserves") and results in a balanced budget. CAI believes that the developer and developer-controlled board should prepare and disclose the initial budget to assure accurate estimation of projected operating costs and reserves. CAI also supports full and open disclosure to owners and the opportunity for participation by owners in the development of the budget. Further, CAI opposes laws which would mandate how community associations fund and maintain reserves.

COMMUNITY ASSOCIATION MANAGER CREDENTIALING

CAI encourages the national certification of community association managers. In states that propose mandatory regulation of community association managers, CAI will support a regulatory system that incorporates adequate protections for homeowners, mandatory education and testing on fundamental management knowledge, standards of conduct and appropriate insurance requirements. CAI opposes the licensing of community association managers as real estate brokers, agents or property managers.

COMMUNITY ASSOCIATION MEMBERS' AND RESIDENTS' BILL OF RIGHTS

CAI supports a balance of the rights of an individual owner in a community association with the need for effective management of the affairs of the association for the benefit of all the owners. Reasonable association procedures which empower the board of directors and staff of the community association to perform their obligations efficiently must take into account the rights of an individual owner to privacy, enjoyment of his or her home and full participation in the community association

COMMUNITY ASSOCIATION TAXATION

CAI supports the elimination of the residential requirements of Code Section 528; the gross revenue of 60% test of Code Section 528; the 90% expenditure test of Code Section 528; the flat 30% tax rate of Code Section 528 and replacement with an average marginal tax rate, paid by individual taxpayers.

DISCLOSURE BEFORE SALES IN COMMUNITY ASSOCIATIONS

CAI believes that homeowners should be informed about association matters that may impact their decision to purchase a home/unit and will educate them about their personal rights and responsibilities with regard to the community association. Disclosure documents/resale certificates are invaluable consumer information tools because it is vital that buyers know what they are buying.

DISPLAY OF THE AMERICAN FLAG

CAI strongly supports the elimination of community association restrictions that prohibit the display of a reasonably sized, removable American flag from a resident's exclusive use or limited common element areas, so long as the flag is displayed in accordance with the Federal Flag Code, 36 U.S.C. Sections 171-178, as amended. CAI further believes that community associations – not a state law – are best suited to determine the appropriate size, placement and installation of a flagpole.

EFFECTIVE COLLECTION OF COMMUNITY ASSOCIATION ASSESSMENTS

CAI supports effective, fair and reasonable collection methods, including lien rights and due process protections, and opposes government limitations on their efforts. CAI also supports reasonable procedures to accommodate unit owners experiencing temporary financial difficulties.

ENVIRONMENTAL QUALITY

CAI strongly supports protection of the health and well-being of all individuals residing or working in common-interest communities by increasing sensitivity to environmental quality; and environmental quality in common-interest communities and remediation of environmental pollution, including harmful substances contained in building materials and landfills.

FAIR DEBT COLLECTION PRACTICES ACT

CAI supports legislative, regulatory or judicial actions to establish that community association assessments are not “consumer debt” as defined by the Fair Debt Collection Practices Act or similar state statutes.

FAIR HOUSING

CAI supports the right of all individuals to be free from illegal discrimination on the basis of race, creed, color, sex, national origin, familial status or handicap. CAI also supports the right of community associations to enforce their covenants, by-laws and rules provided they do not illegally discriminate against any protected class. CAI will progressively pursue fair and reasonable interpretations and administration of, or changes to, Fair Housing Acts and related

legislation and regulations.

FAIRNESS IN FEDERAL DISASTER RELIEF

Community Associations Institute (CAI) supports a legislative or regulatory change to the Robert T. Stafford Disaster Relief and Emergency Assistance Act so that community associations are eligible for federal assistance following a disaster, including but not limited to debris removal and cleanup.

FEDERAL HOME LOAN MORTGAGE CORPORATION PROPOSED EARTHQUAKE REQUIREMENTS FOR CERTAIN CONDOMINIUMS IN CALIFORNIA

CAI supports a one-year delay in implementation of the Federal Home Loan Mortgage Corporation (Freddie Mac) Bulletin No. 95-2 and the appointment of an industry task force to develop better ways to protect Freddie Mac's interests without adverse impact on the availability of financing for condominium housing.

FINANCING AVAILABILITY FOR COMMUNITY ASSOCIATION UNITS OR LOTS

CAI urges the promotion by federal lending-related agencies and the secondary market to promote the availability of adequate financing programs for community association housing. CAI supports the development of consistent national legal and underwriting standards for community associations, and reciprocal approval of community associations by federal agencies and the secondary mortgage market and urges federal lending-related agencies and the secondary market to promote the availability of financing for community association housing.

FLOOD INSURANCE

CAI believes that flood insurance should be available to all community associations, either through primary carriers or through a federally supported program. Such coverage should be made available at rates that are appropriate to the risk without a coinsurance requirement and on a basis that recognizes the ownership structure of the community association involved. Such insurance coverage shall be provided in a manner that is fitting for the exposure faced by the association that distinguishes between the insurance responsibilities of the association and the individual residents and/or owners, and in accordance with the insurance responsibilities of the individual community associations, whether they are condominiums, cooperatives, homeowners associations, or PUDs.

CAI urges the insurance industry to be responsive to the flood insurance needs of community associations by providing the necessary coverage based on need, risk, and the practical considerations of community associations, both in general and as an optional alternative to government provided flood insurance under the National Flood Insurance Program (NFIP). At the same time CAI urges FEMA to review the terms, conditions, zone maps, and rating structure of the flood insurance coverage it provides community associations, under the NFIP, and revise them as necessary, to reflect the need, risk, financial and practical considerations of community associations.

GOVERNMENT REGULATION OF COMMUNITY ASSOCIATIONS

CAI supports effective state legislation—when it is deemed necessary for consumer protection, conversion limitations, protections for ongoing operations or other additions to existing statutes or common law, to ensure that community association housing is developed and maintained consistently with legitimate public policy objectives and standards that protect individual consumers, balancing the legitimate rights of the development industry. Local legislation concerning the creation or governance of community associations is antithetical to a balanced, well-considered weighing of all issues and interests affecting community associations, encourages a patchwork of regulations within an individual state and is, therefore, better dealt with at the state level.

GREEN ISSUES, CONSERVATION & SUSTAINABILITY

CAI supports environmental and energy efficiency policies that recognize and respect the governance and contractual obligations of community association residents as the best mechanism to enact sustainable environmental policies.

HOME-BASED BUSINESSES IN COMMUNITY ASSOCIATIONS

CAI recognizes and supports the rights of residential common-interest communities to regulate the nature of commercial activities within their communities, including the option to choose whether or not individual residences can be used as home-based businesses. CAI encourages associations that regulate commercial activities to restrict only those activities that the associations have reasonably determined have an adverse effect on the community and to permit childcare facilities, home office use and other home-based businesses that do not have an adverse effect. CAI supports the amendment of covenants to allow home-based businesses that do not have an adverse impact on the community. CAI opposes legislation that would supersede any covenant restrictions on home-based commercial activities.

HOMEOWNER INVOLVEMENT IN COMMUNITY ASSOCIATIONS

CAI believes in direct homeowner involvement and participation in community associations and should be encouraged throughout the developmental process and operational phases of community associations.

INSURANCE TRUSTEE ENDORSEMENT REQUIREMENT

CAI encourages the secondary mortgage market to implement the addition of an Insurance Trustee endorsement requirement for community association property insurance policies for new projects in order to provide protection to the assets of the community association in the event of a major catastrophe, and opposes naming Freddie Mac or other secondary mortgage market entity as a loss payee on a community association insurance policy.

LIABILITY OF COMMUNITY ASSOCIATION VOLUNTEERS

CAI supports legislative protections against unwarranted legal liability for volunteers serving as members of a community association board of directors or committee, to enable them to make responsible judgments without fear of personal loss interfering with the judgment or decision making process. CAI further supports indemnification of community association volunteers and

the provision of directors and officer's insurance coverage as a common expense.

LIMITED LIEN PRIORITY FOR COMMUNITY ASSOCIATION ASSESSMENTS

CAI supports a six-month priority lien over the first mortgage for regularly paid assessments and modification of any laws restricting lending institutions from making loans which are subject to the community association assessment lien priority.

LOCAL TAXATION AND PUBLIC SERVICES FOR COMMUNITY ASSOCIATIONS

CAI believes that common interest communities should not be taxed for municipal services not provided. Separate assessment and taxation of common property is unjust double taxation. Homeowners should be allowed to deduct association assessments attributable to the performance of public functions.

PRIVATE PROPERTY PROTECTION

CAI supports protections that enable property owners to challenge and resolve efforts to take common property. CAI opposes legislative, regulatory or judicial actions that would limit or restrict the ability and rights of community associations to maintain control over association common property.

QUALITY CONSTRUCTION AND RIGHTS OF ASSOCIATIONS AND BUILDERS IN THE EVENT OF DEFECTS

CAI believes that builders and construction professionals should deliver a product made with quality workmanship and free from defects. CAI also recognizes that homeowners must be reasonable in their expectations of the quality of construction of their homes. CAI supports legislation and regulations concerning construction defects that adequately balance the rights and responsibilities of community associations, their boards and homeowners, and of builders and construction professionals.

REASONABLE OCCUPANCY STANDARDS

CAI supports the right of community associations to establish reasonable occupancy standards. CAI opposes the implementation and enforcement of the Federal Fair Housing Act in a way that treats reasonable occupancy standards as discrimination on the basis of familial status. Under no circumstances should an occupancy standard of two persons per bedroom plus infants constitute discrimination under the Federal Fair Housing Amendments Act.

RENTERS IN COMMUNITY ASSOCIATIONS

CAI supports a balanced approach to the treatment of tenants in community associations, while protecting traditional property rights, including reasonable regulation of transient occupancy, tenant compliance with association standards, and the integration of tenants into the community on an equal basis.

RULES DEVELOPMENT AND ENFORCEMENT

CAI supports legally sound, fair and equitable rules development and enforcement procedures in community associations.

SUPPORT FOR THE UNIFORM ACTS

CAI supports and recommends consideration and adoption of the one or more of the Uniform Community Association Acts by all states. In those states where it is not appropriate, practical or possible to adopt one or more of these uniform acts in their entirety, the Institute supports and recommends consideration of appropriate portions of these laws.

TELECOMMUNICATIONS

CAI supports the growth of competition in the telecommunications and video programming marketplace among telephony, cable, satellite, television broadcast, wireless cable, and other providers so that community association residents will have access to advanced, innovative services. However, CAI opposes governmental regulation that would require community associations to permit telecommunications providers, video programming providers or individual association residents to install equipment or wiring on common property without prior association approval and control. CAI also opposes any federal or state initiatives that would limit a community association's ability to enter into telecommunications or video programming contracts.

TRANSITION OF COMMUNITY ASSOCIATION CONTROL FROM THE DEVELOPER TO HOMEOWNERS

CAI recognizes that successful transition is the responsibility of the developer, through continuing training, education programs, and homeowner involvement in association governance.

VETERANS ADMINISTRATION GUARANTEEING LOANS SECURED BY SHARES OF STOCK IN A HOUSING COOPERATIVE

CAI supports and urges that Congress amend 38 U.S.C. 1810, to allow the same veteran's benefits to a housing cooperative purchaser as it does to a purchaser of condominium housing.

AESTHETICS AS AN ECONOMIC ISSUE

Policy

Community Associations Institute (CAI) recognizes the strong relationship between aesthetics and economic value, and strongly supports the fundamental and contractual right of common-interest communities to determine the degree of aesthetics controls that are reasonable and appropriate for their community. Furthermore we acknowledge that community associations have different and varied needs and standards, affecting appearance, attractiveness and quality of life – all impacting on the economic value of the communities' individual properties.

It is the Public Policy of CAI that aesthetics have an actual economic impact upon the value, valuation, intended lifestyle, and expectations of owner/members of community associations, condominiums, planned unit developments, and master community associations – all of which are organized as nonprofit corporations and governed by legally recorded documents and elected boards of directors.

CAI opposes any and all attempts at the federal, state, and local levels to enact laws or regulations that ignore or negate the economic importance of aesthetic controls in enabling the intent of the effects of such legislation. We consider the negation of aesthetic regulations an economic taking. CAI further encourages all of its constituent organizations, member organizations, and the individual members of any of these to actively support the economic imperatives of aesthetic controls when interfacing with any government body and its members whenever those bodies and their members are considering any legislation impinging on the orderly governance of aesthetic issues.

Background

Recent trends in legislative bodies from the federal government, state legislatures and local governments show an increasing amount of legislation which proposes to negate Covenants Conditions & Restrictions (CC&Rs) and other legal contracts between homeowners and their homeowners associations. This legislation takes many forms, from federal antennae regulations and solar hot water heaters to motorcycle exclusions and flag display. Possible future topics might be skylights, lawn statuary (e.g. pink flamingos), derelict cars, and banners.

For instance, the U.S. House of Representatives Commerce Committee report pertaining to Section 207 (104-204) of the 1996 Telecommunications Act has language essentially directing that aesthetic considerations could not be considered with respect to the private contracts entered into when a citizen selects to purchase a home in any development governed by CC&Rs and other previously legal private restrictions on the subject of TV antennas. The CC&Rs, etc., form the basis for setting the lifestyle in the community.

The community lifestyle is often an overriding consideration in the purchase of a residence. Often a prime consideration in this contract (acceptance of CC&Rs) is the aesthetic look of the community. In general, the value of the home (property) is proportional to the attractiveness of the neighborhood in which it is sited. A property in a decaying neighborhood generally depreciates, while one in an appealing neighborhood generally appreciates.

Thus, congressional action manifested in the 1996 Telecommunications Act puts aesthetic controls, and thus the property values on a slippery slope of devaluation in opposition to the contract (CC&Rs), freely entered into with the expectation of an enhanced lifestyle and appreciating property value.

Every effort on all legislative levels – starting with Congress and filtering down through the states, counties, special districts and cities – must be made to NOT encroach on the property valuation by countermanding freely entered into contractual CC&Rs and lifestyle of the community. At the same time community associations should enact reasonable aesthetic regulations that affect the desire of the community at large while not unduly discouraging the desire for individual expression.

Adopted by the Board of Trustees, October 25, 1997

ALTERNATIVE DISPUTE RESOLUTION

Policy

Community Associations Institute (CAI) recognizes the need for and supports the use of alternative dispute resolution mechanisms to resolve disputes arising in community associations in appropriate cases.

Background

Alternative Dispute Resolution (ADR) is viewed as a substitute vehicle to settle disputes outside of the traditional courtroom setting. There are several different procedures that fall under the definition of ADR from mediation to court-mandated binding arbitration. It is understood that conflicts will arise and that there are different vehicles to help resolve these conflicts. Many have embraced alternative dispute resolution, for it gives both parties involved in the dispute a method for resolving the dispute outside of the traditional courtroom. Community associations should whenever possible and whenever appropriate resort to this type of conflict resolution process, for it usually helps contain the heavy cost of resolving the dispute. ADR is viewed as a legitimate resource for many and an option to avoid costly litigation in the traditional forum. It is respected by both state legislatures and state courts.

It is also understood that ADR may not be the ideal option for resolving a dispute but if possible should be used if it does not compromise the rights of the community association. CAI recognizes that the financial costs and emotional investments required by litigation may be a burden on and detriment to community associations and owners. CAI encourages the use of mediation and arbitration to resolve disputes involving the use of common property and common elements, the use of dwellings, and in architectural rules and regulations. CAI further encourages continuing education programs to assist its members in understanding the benefits and limitations of alternative dispute resolution mechanisms.

Adopted by the Board of Trustees, May 6, 1989

Reviewed by the Public Policy Committee, October 6, 1993

Reaffirmed by the Board of Trustees, October 9, 1993

Amended Approved by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

ASSESSMENT INCREASE LIMITATIONS

Policy

Community Associations Institute (CAI) supports the elimination of any requirement that community association documents prohibit the increase of assessments by the Board of Directors above a fixed percentage without approval of a vote of owners.

Background

The Veteran's Administration and other regulatory authorities require that documents for community associations prohibit the increase of assessments by the Board of Directors above a fixed percentage without approval by a vote of the owners.

Assessment increases should be based upon the directors' prudent estimate of the funds necessary to meet anticipated expenses which must be paid for the benefit of their owners pursuant to their fiduciary duties. In some cases, the association must pay essential, unavoidable, anticipated expenses to fulfill its statutory and legal duty to maintain the community, whether or not the members may so choose.

Assessment increase limitations on a percentage basis are arbitrary and not necessarily related to the reality of a given community.

Adopted by the Executive Committee, April 10, 1983

Amended by the Board of Trustees, October 7, 1983

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

COMMUNITY ASSOCIATION BUDGETS AND RESERVES

Policy

Community Associations Institute (CAI) believes it is imperative that all community associations adopt and use a financial planning and budget process that accurately reflects projected annual operating costs and long-term capital or major expenses (“reserves”) that results in a balanced budget.

CAI believes that developer and developer-controlled boards should prepare and disclose initial budgets to assure accurate estimation of projected operating costs and reserves. CAI also supports full and open disclosure to owners and the opportunity for participation by owners in the development of budgets.

Although CAI believes community associations should be encouraged to fund and maintain reserves, CAI opposes laws which would mandate how community associations fund and maintain reserves. CAI believes that the method and manner of funding reserves are best addressed by the members of the community association and its elected board of directors.

Background

Community associations are responsible for substantial activities involving maintenance, services, repair and replacement of facilities and equipment, and rules enforcement. Depending upon the extent of association activities and facilities, the costs of carrying out these activities are collected annually from owners through association assessments. These assessments are determined during the annual budget process. Special services or amenities may be funded through user fees. Sound financial management and administration of these services require a careful and prudent approach to the development of a budget that ensures necessary funds are available for the operation and replacement of facilities. Particularly challenging to the developer-controlled board of the association is the development and adoption of the initial budget. This is due to the lack of prior activity of the association against which to compare or judge the adequacy of the initial proposed budget.

Community association boards are obligated to maintain common property and facilities and must be prepared to maintain common property and facilities and repair and replace facilities and equipment as necessary. The replacement of major facilities involves considerable cost that must come from existing cash resources, operating assessments, special assessments or loans at the time such replacement or repairs are needed. Due to the potential costs of future major repair and replacement, concern exists about the ability of the association and its owners to meet those costs exclusively through assessments, special assessments or loans.

Developers should:

- Use the services of an independent professional to prepare the budget or, at a minimum, review and offer recommendations for changes to the budget to help assure accuracy. The independent professional should have no financial involvement with the developer and should have prior community association budgeting experience. Additionally, the professional should rely upon his or her expertise in budget preparation and review. A developer who lacks the necessary expertise should seek professional assistance.
- Organize the association as an entity with the authority to borrow.
- Formulate the association budget and ensure that resultant assessment fee levels are not adjusted or amended as a result of marketing or sales considerations.
- Ensure that the initial budget, budget presentation, and reserves analysis reflect not only annual operating considerations, but initial funding of reserves accounts established for future repair and

replacement of capital facilities and equipment.

All associations should consider and adopt a formal policy for meeting substantial future repair and replacement obligations. Associations should fund, in whole or in part, reserve accounts based upon replacement cost estimates and annual contributions necessary to assure that all or a substantial portion of those funds are available when needed. Reserves should never be established solely as a fixed percentage of the operating budget or of the value of the improvements.

While all associations should plan for meeting their substantial future repair and replacement financial obligations, the form of any plan should be tailored to the individual association and its members. Different methods of reserve funding analysis should be appropriate for different associations. For example, some associations may be faced with tax liabilities associated with the funding of reserves for certain components. Community associations with substantial limited use areas, whose maintenance is paid for by the owners using those areas, may treat those maintenance costs differently. The amount that members of one association are willing and able to pay for assessments that cover unfunded repair and replacement reserves will differ from amounts of other associations. The ability or the attractiveness of borrowing for long-term capital or major expenses will also differ. CAI opposes laws that do not allow community associations and their members to determine the appropriate level and method of funding for reserves for long-term capital or major expenses.

CAI shall encourage and educate lenders with an understanding of the credit worthiness of associations, adequate instruments for securing loans, and the opportunity to extend credit for the repair, expansion or replacement of improvements.

Adopted by the Board of Trustees, April 10, 1983

Amended and Approved by the Public Policy Committee, 1993

Approved by the Board of Trustees, October 9, 1993

Amended and Approved by the Public Policy Committee, May 11, 1996

Approved by the Board of Trustees, May 11, 1996

Amended and Approved by the Public Policy Committee, October 22, 1997

Approved by the Public Affairs Council, October 22, 1997

Amended and Approved by the Public Policy Committee, April 22, 1998

Approved by the Public Affairs Council, April 22, 1998

Approved by the Board of Trustees, April 25, 1998

COMMUNITY ASSOCIATION MANAGER CREDENTIALING

Policy

Community Associations Institute (CAI) encourages the national certification of community association managers. In states that propose mandatory regulation of community association managers, CAI will support a regulatory system that incorporates adequate protections for homeowners, mandatory education and testing on fundamental management knowledge, standards of conduct and appropriate insurance requirements. CAI opposes the regulation of community association managers as real estate brokers, agents or property managers.

To ensure adequate consumer protection and to obtain CAI support for the adoption of legislation regulating community association managers, the following provisions must be included in the legislation:

1. Require an Objective Examination Which Tests Community Association Management Knowledge

If community association managers are to be regulated, they must be tested on their knowledge of community association management, not a different profession's body of knowledge or an exam based solely on state-specific law.

It is preferred that states use the examination for the Certified Manager of Community Associations (CMCA®) credential as the objective examination.

For states that want to test state-specific law, a separate section can be added to the CMCA examination.

If states reject the CMCA examination option, there must be an independent community association management examination based upon a role delineation study and standards of reliability and validity.

Adding community association management questions to a property management or real estate brokerage examination is unacceptable.

2. Contain an Appropriate Definition of a Community Association Manager

If the term "community association manager" is not included or defined properly in legislation, community association managers may be required to become real estate brokers, property managers, or members of other professions.

"Community Association Managers" must be distinguished from brokers and property managers in any legislation

The ideal definition is included in CAI's model legislation.

3. Require Relevant Community Association Management Education as a Prerequisite to Sitting for the Examination

Some type of community association management coursework must be required before any manager takes the examination.

Preferably, this educational requirement will be the M-100.

A general course in the fundamental issues of community association management is the minimum requirement.

A real estate brokerage course or a property management course is not acceptable.

4. Require Relevant Continuing Education Requirements

Continuing education must be mandated.

The continuing education requirements must specifically relate to community association management or topics that assist in a manager's professional development (e.g., accounting, office administration and public administration).

At least some portion of the continuing education must cover state-specific law governing the operation of community associations.

5. Adherence to Basic Standards of Professional Conduct and an Enforcement Mechanism for the Standards

Community association managers must be required to follow professional standards.

The Standards of Professional Conduct created by the National Board of Certification for Community Association Managers (NBC-CAM) may be used as the foundation for a state's standards. However, the elements of the standards must be incorporated into any state ethical code.

There must be some type of enforcement of the ethical standards. Due process provisions must also be present in the provision. (Note: State procedures must provide at least the minimum due process provided by NBC-CAM's enforcement procedures.)

6. Any Governance Board Must Primarily Consist of Community Association Managers.

If a state creates governing boards to govern professional regulatory programs, a board created to oversee the regulation of community association managers must consist primarily of community association managers.

Any community association manager regulatory program should be administered by an entity that regulates occupations.

Unless a separate regulation and separate governing board are created, the Real Estate Commission of a particular state should not govern the community association manager regulatory program.

7. Contain Separate Program Administration if Regulated by an Existing State Agency that Regulates Other Professionals

The community association manager regulatory program must be administered by an entity that regulates occupations.

Unless a separate regulation and separate governing board are created, the Real Estate Commission of a particular state should not govern the community association manager regulatory program.

To enhance consumer protections, CAI strongly encourages legislation that contains the following provisions:

Grandfather Provisions

Grandfather provisions typically permit community association managers currently practicing in the state to become licensed and/or regulated without having to take the prerequisite educational course or the examination.

If a grandfather provision is present in the legislation and is contingent upon community association managers having already obtained a particular credential or designation from a trade association or other entity, an analysis should be done on all pertinent designation and credentialing programs sponsored by other associations or entities. All designations and credentials that have substantially similar requirement should be included in the legislation.

CAI strongly supports a grandfather provision. However, the absence of such a provision will not prohibit CAI/LACs from supporting the legislation.

The following provisions are deemed to be unacceptable provisions in legislation that regulates community association managers. In the event one or more provisions are present in the legislation, CAI/LACs will not support the legislation:

1. Requirement that community association managers work under a real estate broker

Legislation may distinguish community association managers from property managers and real estate brokers. However, requiring community association managers to work under real estate brokers or property managers is inappropriate.

Real estate brokers and property managers do not have the proper experience or education to manage or mentor community association managers.

Community association management is a profession that is separate and distinct from any other type of real estate activity.

2. Requirement that Community Association Managers Obtain a “Property Management” License

A property management license ignores the distinction between property managers and community association managers.

Community association managers obtaining this license will not obtain the necessary education to manage community associations, since community associations will be only one of the several subjects required for a property management license.

3. Real Estate Education Requirements

Community association management and real estate brokerage require different knowledge and skill sets.

Requiring community association managers to take real estate educational courses eliminates the distinction between the two professions and inadequately prepares managers for community association management.

4. Requirement for Community Association Managers to be licensed as Real Estate Brokers

Brokers and community association managers perform different job functions that require vastly different knowledge.

Requiring community association managers to become brokers does not prepare managers for the daily tasks of operating community associations.

5. Allowing real estate brokers to manage community associations without appropriate training, education and regulation.

6. No Experience Requirement

The community association manager license, credential, certificate, or any other designation mandated by the legislation should be granted to those entering the profession. There should be no prerequisite license, such as a real estate salesperson’s license.

Background

CAI supports the protection of homeowners and community associations through increasing

professionalism, the training of community association managers, and appropriate insurance coverage. CAI also supports the national certification program sponsored by the National Board of Certification for Community Association Managers (NBC-CAM).

State legislatures have attempted on several occasions to regulate community association managers. Past legislation has attempted to license community association managers as real estate brokers, salespersons, or property managers. By definition, property managers perform facilities management and leasing services – not community association management. Community association managers perform different job functions, requiring different knowledge than that required of real estate brokers, agents or property managers. Any regulation of community association managers as brokers, agents or property managers does not provide community association residents the assurance that these managers have the knowledge and skills required for professional community association management. While licensure of real estate brokers, agents or property managers protects consumers in sales transactions, it does not protect consumers during the ongoing management and operation of community associations.

In response to these initiatives, CAI has developed a national certification program designed specifically for community association managers. The national certification program, administered by NBC-CAM, grants the Certified Manager of Community Associations (CMCA®) credential to those candidates who demonstrate fundamental knowledge in the specific principles of community association management. By obtaining the CMCA credential, managers provide assurance to association boards, members, residents, employers, management firms, legislators and regulators that they meet the standard of knowledge required of entry-level community association managers. The national certification program also provides the assurance that a certified manager is committed to act professionally and continue his or her professional education.

The national certification program provides many of the same requirements as state licensure. The program requires prerequisite education; a comprehensive examination of entry-level knowledge that was developed based upon rigorous standards set forth by the National Organization for Competency Assurance; required adherence to Standards of Professional Conduct; enforcement of those Standards; and continuing education requirements – without requiring a state to create a new regulatory bureaucracy to administer a licensure program. Therefore, states do not have to license or otherwise regulate community association managers. States should accept NBC-CAM's national certification program in lieu of state licensure.

Adopted by the Board of Trustees, October 1, 1994

Amended and Approved by the Manager Credentialing Legislative Task Force, April 22, 1998

Approved by the Public Affairs Council, April 22, 1998

Approved by the Board of Trustees, April 25, 1998

Amended and Approved by the Government & Public Affairs Committee, October 17, 2001

Adopted by the Board of Trustees, October 19, 2001

COMMUNITY ASSOCIATION MEMBERS' & COMMUNITY ASSOCIATIONS' RIGHTS AND RESPONSIBILITIES

Policy

Community Associations Institute (CAI) supports a balance of the rights of an individual owner in a community association with the need for effective management of the affairs of the association for the benefit of all owners. Reasonable association procedures which empower the board of directors and staff of the community association to perform their obligations efficiently must take into account the rights of an individual owner to privacy, enjoyment of his or her home, and full participation in the community association.

Preamble:

Community Associations Institute is dedicated to fostering responsive, competent community associations that promote harmony, community, and responsible leadership. To this end, community association members and associations have rights and responsibilities that should be recognized in order to promote positive and thriving communities. The rights and responsibilities of each party are set forth below in the core areas of *Governance*, *Building Community*, and *Business Administration*.

BUILDING COMMUNITY

Community Association Members

Right To:

Live in a responsive, competent, and harmonious community association governed by a reasonable, empathetic and impartial board of directors that treats each member with respect.

Responsible For:

- Complying with the governing documents of the community.
- Responding to association-initiated surveys and providing personal insight to help the board establish and implement the association's vision and priorities.
- Volunteering to serve on association committees and on the board with a sense of goodwill and without any conflicts of interest.
- Endeavoring to continuously learn about their community association and to provide constructive input to promote the positive evolution of the community.
- Being informed about issues of concern.
- Reporting all maintenance problems.
- Notifying the board or manager regarding possible employee misbehavior as well as good work, and respecting the relationships between the board and its employees and contractors, and the manager and its employees and contractors.
- Being aware of the contents of the governing documents, and understanding and adhering to their provisions.
- Damage to the community's common areas caused or proximately caused by the member, the actions of family, guests and tenants.
- Being a good neighbor and honoring others' rights to peaceful enjoyment of their homes and common area.
- Maintenance of unit and exclusive use common area, as defined in the governing documents.

Association

Right To:

- Receive goodwill and participation from members to ensure that members live in a responsive, competent, and harmonious community association.
- Have board members be treated with respect as neighbors and as volunteers who have committed personal time for the betterment of the community.
- Seek and receive assistance through community volunteers.

Responsible For:

- Including community building in their short-and long-term goals and planning.
- Fostering a sense of community spirit and encouraging participation in the community.
- Encouraging the establishment of committees whose purpose is to build a sense of community.
- Encouraging all members to have a stake in upholding the governing documents of the community.
- Acting as a facilitator and regarding organizational power as a temporary stewardship.
- Creating ongoing systems to welcome and orient new residents, including both owners and renters.
- Encouraging community activities, programs, and events geared toward openness, fun, and friendship.
- Operating in a professional manner and being responsive to the community's needs.
- Ensuring that community association rules and regulations represent a balance between the needs and obligations of the community and those of the individual.
- Dedicating themselves to continuous learning about and improvement of their association's operations.
- Providing an open forum for member input which may be during board meetings or at such other times as best facilitates communications between members and the association.

GOVERNANCE**Community Association Member****Right To:**

- Be treated fairly and honestly by board members.
- Obtain all association fiscal information (excluding information concerning a particular owner or individual employee).
- Quiet enjoyment of residence and common facilities for their intended purpose in accordance with the association's rules and regulations.
- Participate in the process of governance through attending meetings of members, participating in the election of board members, serving on a committee, or running for a seat on the board.
- Have access to association records as specified in governing documents and state law.
- Attend board meetings in whatever manner such meetings are being held (in person or via electronic or telephonic means).
- Learn about board actions, and have access to all approved minutes of the association (other than executive board minutes).
- Live in a home free of conditions within the control of the association that materially interfere with peace, comfort or health.
- Expect all board members to be fully informed and knowledgeable in the association's business matters and the contents of the governing documents, to expect them to seek professional advice when appropriate, and to carry out their fiduciary duties with reasonably prudent business judgment.
- Have legible copies of all governing documents of their community.

Responsible For:

- Participating in member activities, i.e. attending member meetings, serving on committees and participating in other activities which assist the board in governance or enhance the community.
- Participating directly in the governance by casting votes or sending proxies for every election or ballot.
- Respecting the roles of all participants in community governance, and recognizing and honoring those differences of opinion.
- Notifying board of directors when covenant violations are observed or discrepancies in governing documents are noted.

Association**Right To:**

- Exercise the authority given to the association under the governing documents and the state laws in which the association is located.
- Make and enforce necessary rules and regulations as authorized in the governing documents.
- Set assessments, according to the governing documents and state laws, to provide for the maintenance and improvement of the common areas.
- Expect all owners to be aware of, and abide by, the provisions of the governing documents, and to expect all owners to abide by the governing documents and to carry out their responsibilities.
- Carry out its duties through the duly elected or appointed board, free of unwarranted interference or threats.

Responsible For:

- Carrying out the duties of the association through a duly elected or appointed board.
- Holding effective, efficient board meetings open for owners' attendance (excluding executive sessions).
- Providing members with access to corporate records (excluding those which infringe upon the privacy of other owners).
- Suggesting and presenting amendments to the governing documents for the owners' approval.
- Enacting reasonable, enforceable rules and notifying owners in a timely fashion of scheduled consideration or new or amended rules before adoption, diligently enforcing such rules in a non-arbitrary manner, and holding fair and impartial hearings for alleged violations.
- Conducting open, fair and honest elections.
- Diligently ensuring each board member fulfills his or her fiduciary duties.
- Obtaining insurance coverage as is required by the governing documents or which the board deems reasonable, including director and officer liability insurance.
- Not unlawfully interfering with an owner's access or peaceful enjoyment of the residence.

BUSINESS ADMINISTRATION**Community Association Members****Right To:**

- Be apprised of and have available the business processes affecting homeowners, such as recreation class sign-up, hall rental, design permit applications, complaints, suggestions, etc. in a user

- friendly process and format.
- Have copies of proceedings of the board made available upon request, and receiving communications via media such as newsletters, closed circuit television and Internet.
- Have an appeals process for decisions made that affect the members, either individually or collectively.
- Have business decisions of the community association made which uphold a member's resale value of their ownership and do not lessen the other benefits of owning a home in the community association.

Responsible For:

- Being aware of the overall direction and condition of the association from a business standpoint, and provide input and personal involvement when and where appropriate.
- Understanding the tremendous responsibilities of the community association board and that business decisions are based on a variety of viewpoints and legal limitations and requirements.
- Making timely payments of assessments of all types, fines, and other charges levied by association.
- Keeping the association aware of their current address.

Association

Right To:

- Be treated with respect when acting in good faith to make decisions in the best interests of the community association members and the association.
- Conduct business of the association as prescribed by state and local laws, and association documents.
- Exercise appropriate business judgment in matters not addressed or directed by state or local laws, or association documents.
- Diligently collect all monies due from members.

Responsible For:

- Acting and making decisions that are ethical and fair, and are for the benefit of the association as a whole, with latitude to make exceptions where warranted on an individual basis.
- Providing for the maintenance of the association's assets, including common areas (grounds and facilities) and finances, by planning and implementing necessary insurance coverage, reserve studies and the resultant necessary reserves, and financial and management audits and reviews.
- Ensuring proceedings are efficient and effective in conducting the business of the association, such that decisions are sound and decisive, based on information/data and professional advice where expertise is not available on the board or staff.
- Making decisions that minimize the exposure of the association to liability and exercising reasonable business judgment in decision-making.

Adopted by the Board of Trustees, March 29, 1985

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 10, 1993

New Policy Substituted by the Government & Public Affairs Committee on October 23, 2002

Adopted by the Board of Trustees on October 25, 2002

COMMUNITY ASSOCIATION TAXATION

Policy

Community Associations Institute (CAI) supports:

- 1) Elimination of the residential requirements of Code Section 528;*
- 2) Elimination of the gross revenue of 60% test of Code Section 528;*
- 3) Elimination of the 90% expenditure test of Code Section 528;*
- 4) Elimination of the flat 30% tax rate of Code Section 528 and replacement with an average marginal tax rate, paid by individual taxpayers.*

Background

The present tax situation for homeowner association is unique within the area of tax law. It is the only organization that may annually choose which of two forms it wishes to file. As a result, gross inequities, unintended results and a level of complexity have befuddled tax preparers nationwide. The tax law should be simplified and an element of fairness applied.

When Section 528 for homeowner associations was added to the Code, the Conference Committee report recommended a tax rate of 46% of the 1120-H tax return. This rate was subsequently modified to 30%, based on the concept that it was appropriate for an average taxpayer qualifying as a homeowner. Even when the Tax Reform Act of 1986 reduced the maximum tax rate for individuals to 28%, no relief was extended to homeowner associations. They continued to pay 2% more than the maximum rate, and likely 8.5% more than the average rate paid by many individual homeowners. Thus, for years, associations utilizing this filing method have been penalized by the inequities of the tax code.

Also, the residential qualification criteria of 90% of expenditures for exempt function purposes eliminates many associations who would like to take advantage of the provisions of Code Section 528.

For example, there may be two associations sitting side-by-side that operate identically in every respect except that one provides valet and housekeeping services to its members. The association who provides these additional services will likely not meet the 90% test, while the other will. Though these services will probably not generate additional taxable income, the association is penalized and unable to utilize this form.

Should member activities result in a net loss, it must be carried forward to future years and may not be offset against the taxable income or non-member income of the association. If, on the other hand, there is a membership income net, it is taxable to the association unless the provisions of Revenue Ruling 70-604 are followed. These provisions are the subject of great controversy among community associations, their accountants and attorneys.

Congress and the Internal Revenue Service have clearly created a quagmire that is consuming vast amounts of effort, resources and energy, resulting in confusion throughout the industry. It is time for Congress to readdress the issues and correct these ongoing problems.

Adopted by the Board of Trustees, October 26, 1986

Amended by the Public Policy Committee, October 6, 1993
Approved by the Board of Trustees, October 9, 1993
Amended by the Public Policy Committee, May 8, 1996
Approved by the Board of Trustees, May 11, 1996

DISPLAY OF THE AMERICAN FLAG

Policy

Community Associations Institute (CAI) strongly supports the elimination of community association restrictions that prohibit the display of a reasonably sized, removable American flag from a resident's exclusive use or limited common element areas, so long as the flag is displayed in accordance with the Federal Flag Code, 36 U.S.C. Sections 171-178, as amended. CAI further believes that community associations – not a state law – are best suited to determine the appropriate size, placement and installation of a flagpole.

Background

CAI strongly believes that all Americans should have the opportunity to display the U.S. flag to demonstrate their patriotism and support of our country. Communities shall be reasonable and allow the public display of our nation's most sacred emblem. To that end, CAI has supported numerous bills to overturn anti-flag rules, and in the fall of 2001, initiated *Operation Old Glory!* that recommended all associations review their rules on flag display with respect to reasonableness.

While CAI applauds efforts by associations and state legislatures to promote the flying of the American flag, we do not feel it is sensible to eliminate all mechanisms for consideration and approval of the size, placement or installation of a **flagpole**. Although flagpoles may be appropriate for some associations, they are clearly not appropriate for *all* community associations. An association, not state law, is the best mechanism for making a determination on height and placement parameters for a flagpole. Further, the association's architectural review process can best determine if the installation and location of a flagpole may threaten the community's health or safety.

A number of states including Arizona, Florida and South Carolina have passed legislation that aligns with CAI policy by acknowledging that all residents must be allowed to fly a flag from their home and by permitting reasonable regulations regarding the installation and placement of a permanent flagpole. These states recognize that flagpoles, like any permanent fixture, should be reviewed by an association's architectural review committee prior to construction.

CAI will support proposals that strike any restrictive covenant in a deed, homeowners' association documents, rental agreement, lease, or contract that may preclude the display of one portable, removable United States flag on the property. However, the flag must be displayed in a respectful manner, consistent with 36 U.S.C. Sections 171-178, as amended. In cases where the flagpole becomes an issue, CAI will support language that 1) requires an association to adopt reasonable rules and regulations regarding the placement and manner of display of the American flag; and 2) prevents an outright prohibition on flagpoles.

Approved by the Government & Public Affairs Committee, October 23, 2002

Adopted by the Board of Trustees, October 26, 2002

EFFECTIVE COLLECTION OF COMMUNITY ASSOCIATION ASSESSMENTS

Policy

Community Associations Institute (CAI) supports the creation and continuation of effective methods to ensure efficient, economic and successful community association collection procedures. CAI opposes the enactment of governmental limitations on effective collection of assessments, fees and other charges of community associations. CAI supports laws strengthening such collection methods and lien rights by associations, provided collection methods are undertaken in a fair and reasonable manner, giving the affected owners notice, the opportunity to be heard, and other due process protections. CAI also supports reasonable procedures to accommodate unit owners experiencing difficulties meeting their assessment obligations.

Background

Like a local government's dependence on tax revenues, the financial viability of most community associations depends on their ability to collect assessments to meet their continuing expenses (some of which are for functions that serve public health and welfare requirements).

Community associations require the revenue from these assessments to maintain common areas, buildings and facilities at community benefit, to provide community services as mandated in their governing documents, and to fulfill their fiduciary responsibilities to members.

Community associations must be able to collect promptly and efficiently their budgetary obligations from delinquent owners by avoiding expensive litigation and to minimize the burden on remaining owners of the common expenses during a long period of time for collection.

State or local governments, by statute, ordinance or regulation, may jeopardize the ability of community associations to adopt reasonable and necessary collection procedures to adequately fund the association to pursue recalcitrant, delinquent owners or to effectively have a strong lien against the owner's units.

In times of difficulties, illness, loss of employment or other economic problems, CAI advocates flexibility and compassion in the application of collection policies and procedures.

Adopted by the Executive Committee, April 10, 1983
Amended by the Public Policy Committee, October 6, 1993
Approved by the Board of Trustees, October 9, 1993

ENVIRONMENTAL QUALITY

Policy

Community Associations Institute (CAI) strongly supports protection of the health and well-being of those who reside or work in common-interest communities by increasing sensitivity to environmental quality. CAI supports environmental quality in common-interest communities and remediation of environmental pollution, including harmful substances contained in building materials and landfills.

CAI further supports legislation that considers the financial burden of environmental regulations on owners and occupants of property and the unique characteristics of community associations. Their ownership patterns, financial capabilities and operational characteristics must be considered as legislative and regulatory decisions are made.

Background

In recent years, public sensitivity to the impact of environmental conditions has increased dramatically. Concern over the health hazards of building materials such as asbestos, insecticides such as chlordane, ozone in the atmosphere, and natural ground materials such as radon is increasing. Various governmental entities such as the Environmental Protection Agency have addressed questions relating to the quality of air and water through actions like the Clean Water Act. How common-interest communities should and can recognize and address these and similar issues are of concern to CAI.

Community associations, whether commercial or residential, recognize the importance of the quality of the environment in which they exist. That environment includes the air, water and ground around the association buildings, as well as the chemicals applied to the building in its construction and its maintenance. The possibility of detrimental impact on the health and well-being of the occupants is of major concern to these associations. Also of concern is the financial burden created by a mandate, whether it arises from a regulatory body or from a practical decision, to remove any contaminants to the environment. Additionally, the location, expense and identification of alternative mechanisms for maintenance and processing are of concern.

CAI strongly endorses the concept that all materials used in the construction of a building be as low in harmful substances as is reasonably possible. CAI further endorses the concept that the municipalities within which they are located take all reasonable and mandated means to reduce, eliminate and control environmental contaminants in the air, in the water and in chemicals used on the property.

Appropriate efforts should be made to inform and educate those groups, including management firms, and individuals, such as maintenance personnel, who have to deal with the environmental factors affecting community associations. Knowledge and understanding of what must be done, and by whom, is essential. CAI also recognizes that legislative and regulatory bodies, in their endeavors to eliminate environmental contaminants, may impose extraordinary financial burdens on the owners and/or occupants of the properties in question. Homeowners may be unfairly burdened by the costs of removing certain kinds of building contaminants. Like all taxpayers, occupants of common interest communities are also required to participate, through taxing procedures, in the costs which municipalities must assume to protect their water and air. We urge careful consideration of this problem and its recognition in the development of programs designed to improve environmental impact. Special funding programs, such as long-term loans and support funds, should be included in any market programs.

Adopted by the Executive Committee, September 28, 1988
Reviewed by the Public Policy Committee, October 6, 1993
Reaffirmed by the Board of Trustees, October 9, 1993

FAIR DEBT COLLECTION PRACTICES ACT

Policy

Community Associations Institute (CAI) supports taking legislative, regulatory or judicial action to establish that community association assessments are not “consumer debt” as defined by the Fair Debt Collection Practices Act or similar state statutes in circuits that have not already defined them as such but also acknowledge that they are considered “consumer debt” and should act accordingly.

Background

The Fair Debt Collection Practices Act (FDCPA) was enacted in 1979 to deter unscrupulous creditors from using harassment techniques to recover debt. The Act proscribes the type of activities debt collectors may undertake and requires certain disclosures to consumers. Compliance by community association practitioners has been mostly voluntary in the past, though recently many circuit courts have found that community association assessments do indeed fall under the FDCPA definition of debt, therefore making compliance necessary.

It is imperative those attorneys, management companies and others recognize this new trend and that precautions be taken to prevent violating the act in circuits that have ruled that community association assessments do indeed fall into the category of consumer debt. The courts have held in several cases that the association fees satisfied the “personal, family or household” requirement of a debt under the FDCPA. These circuits include the 4th, 7th, 9th and 10th, which encompass the following states: Maryland, Arizona, Virginia, Illinois, Indiana, Wisconsin, California, Utah, Wyoming, Colorado, New Mexico, Kansas and Oklahoma. Thus, individuals who collect assessments on behalf of homeowner associations in the affected states are considered debt collectors for purposes of compliance with the Act. The penalties for violation can often be punitive in nature. There are community associations that are not located in these circuits that may be affected in the future.

To combat such rulings, it is necessary to restore consensus that community association assessments do not fall within the FDCPA’s definition of debt.

Approved by the Public Policy Committee, April 22, 1998

Approved by the Public Affairs Council, April 22, 1998

Approved by the Board of Trustees, April 25, 1998

Amended and Approved by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

FAIR HOUSING

Policy

Community Associations Institute (CAI) supports the right of all individuals to be free from illegal discrimination on the basis of race, creed, color, sex, national origin, familial status or handicap. CAI also supports the right of community associations to enforce their covenants, by-laws and rules, provided they do not illegally discriminate against any protected class.

CAI will progressively pursue fair and reasonable interpretations and administration of, or changes to, Fair Housing Acts and related legislation and regulations.

Background

In 1966, Congress adopted the Federal Fair Housing Act to prohibit discrimination on the basis of race, color, religion, sex or national origin. In 1989, Congress amended the Act by adding handicap and familial status to the list of classes protected from discrimination.

CAI is concerned with illegal discrimination in housing and the availability of adequate and appropriate housing for all age groups.

Furthermore, CAI is concerned about the availability of housing accessible to disabled individuals, and supports improvements which make residential dwellings and surrounding areas readily accessible and usable by disabled people.

On occasion, enforcement and implementation of the Federal Fair Housing Act has unreasonably burdened community associations. For instance, the Department of Housing and Urban Development's (HUD) regulations regarding housing for older persons was onerous and difficult to understand. Community associations were unsure whether they maintained sufficient facilities and programs for older persons to qualify as senior housing. CAI supported regulations and legislation simplifying and ultimately eliminating the requirement that community associations maintain special facilities and programs to qualify as housing for older persons. HUD also took the position that community associations could maintain reasonable occupancy restrictions without violating the Federal Fair Housing Act. Later, without notice to the public, HUD prosecuted discrimination claims based on occupancy restrictions that were reasonable, but higher than those permitted under state law. CAI supported legislation allowing community associations to maintain reasonable occupancy restrictions. CAI will continue to work for other fair and reasonable interpretations of, and changes to, the Federal Fair Housing Act.

Adopted by the Board of Trustees, October 29, 1988

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Amended by the Public Policy Committee, October 28, 1998

Approved by the Government & Public Affairs Council, October 28, 1998

Approved by the Board of Trustees, October 31, 1998

FAIRNESS IN FEDERAL DISASTER RELIEF

Policy

Community Associations Institute (CAI) supports a legislative or regulatory change to the Robert T. Stafford Disaster Relief and Emergency Assistance Act so that community associations are eligible for federal assistance following a disaster, including but not limited to debris removal and cleanup.

Background

When disasters strike and the President declares a region to be a disaster area, the Federal Emergency Management Agency (FEMA) comes in to provide assistance, which may include debris cleanup and financial aid to eligible individuals and communities. However, existing FEMA policy specifically excludes community association roads from receiving federal assistance for debris cleanup. Moreover, there has never been a thorough vetting by legislators or regulators on how to classify community association roads.

At the core of this issue is the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the “Stafford Act”, 42 U.S.C. 5121-5206 and Related Authorities) which governs FEMA. The Stafford Act allows for financial assistance to states, counties, municipalities, as well as eligible “private nonprofit facilities,” which are defined as entities that “provide essential services of a government nature to the general public.” Currently, community association roads do not meet the requirements to be deemed “essential” and, therefore, are not included on FEMA’s list of eligible private nonprofit facilities.

Also, the Stafford Act gives the President the discretion to 1) use of Federal departments, agencies and instrumentalities to clear debris and wreckage resulting from a major disaster from publicly and privately owned lands and waters; and 2) make grants to any state or local government or owner or operator of a private nonprofit facility for the purpose of removing debris or wreckage resulting from a major disaster from publicly or privately owned lands and waters. But, in practice, assistance is not extended to community associations.

This policy has cost community associations millions of dollars over the years, despite the fact that, a) community association residents pay the same federal taxes as non-association residents and are equally in need of help as any other community after a disaster strikes, and b) most association roads, like any other municipal or county roads, are used by the local police, fire department, paramedics, school buses, and open to the public.

The Stafford Act was passed to “alleviate the suffering and damage which result from disasters” by “providing Federal assistance programs for both public and private losses sustained in disasters.” Regardless of whether HOAs are viewed as public or private, the government has a duty not to exclude 1 in 6 homeowners from help in a time of need.

Approved by the Government & Public Affairs Committee, October 27, 2004

Adopted by the Board of Trustees, October 30, 2004

FEDERAL HOME LOAN MORTGAGE CORPORATION PROPOSED EARTHQUAKE REQUIREMENTS FOR CERTAIN CONDOMINIUMS IN CALIFORNIA

Policy

Community Associations Institute (CAI) supports a one-year delay in implementation of the Federal Home Loan Mortgage Corporation (Freddie Mac) Bulletin No. 95-2 and the appointment of an industry task force to develop better ways to protect Freddie Mac's interests without adverse impact on the availability of financing for condominium housing.

Background

Dedicated to the protection, preservation and enhancement of community association housing, CAI has become aware of a policy adopted by the Federal Home Loan Mortgage Corporation (Freddie Mac) as set forth in their Bulletin No. 95-2, to require property mortgages secured by condominiums located in zip code areas rated as "high" and some located in "moderate" risk for earthquakes to be insured against earthquake damage or destruction.

While CAI recognizes and appreciates Freddie Mac's desire to protect its mortgage loans and its determination not to be the "insurer of last resort" of property damaged on a mass scale by earthquakes, CAI believes that the implementation as outlined in Bulletin No. 95-2 will be devastating not only to condominiums but to other residential communities with homeowners' associations and to individual owners in these communities. It will also detrimentally affect builders, real estate agencies, bankers and others who depend on this housing industry.

CAI believes implementation of such a policy will place an increased demand on other participants in the secondary mortgage market, which they may be unable or unwilling to meet. CAI is also concerned that this action by Freddie Mac will set a precedent for similar action by other secondary mortgage market lending institutions.

CAI believes that other solutions are or may be available to address Freddie Mac's concerns, such as mandatory natural disaster insurance coverage for residential mortgages on a nationwide basis, the creation of stricter construction standards and/or better enforcement of existing standards, and the availability of separate structural and contents insurance coverage.

CAI therefore urges Freddie Mac to consider a postponement for at least one year of its projected July 1, 1995, implementation date of the requirement for earthquake insurance and pre-funded deductibles under Bulletin No. 95-2. CAI also supports and encourages efforts by Freddie Mac and other involved parties to seek solutions to the problem which are acceptable to condominium owners, community associations, casualty insurers, mortgage lenders and mortgage purchasers. CAI further volunteers its cooperation and assistance to create and participate in this industry-wide partnership.

Adopted by the Executive Committee, June 12, 1995

FINANCING AVAILABILITY FOR COMMUNITY ASSOCIATION UNITS OR LOTS

Policy

Community Associations Institute (CAI) urges federal lending-related agencies and the secondary market to promote the availability of adequate financing programs for community association housing. CAI supports the development of consistent national legal and underwriting standards for community associations and reciprocal approval of community associations by federal agencies and the secondary mortgage market. To achieve these objectives:

- There should be reciprocal approval of community associations by federal agencies and the secondary mortgage market.*
- Adoption of uniform state legislation will facilitate the development of national financing programs.*
- Improved state enabling legislation or the adoption of uniform state enabling legislation should be pursued to enhance the feasibility and development of national financing programs, and that uniform regulations and standards by state housing finance agencies and other secondary mortgage markets should also be pursued.*

Background

In recent years, community association homeownership has evolved to play an increasingly significant role in meeting housing needs of Americans. However, for any form of housing to realize its full potential for growth and utilization, the full range of traditional sources of financing of development and sales, such as Veterans Administration loan guarantees and Federal Housing Administration mortgage insurance, must be available to community association developments.

The relative newness and sudden growth of community associations, however, has meant that adequate public and private sector financing mechanisms have not always been as available or as flexible to this form of housing as it is for traditional single-family housing.

Adopted by the Executive Committee, April 10, 1983
Amended and approved by the Board of Trustees, May 1, 1993
Amended by the Public Policy Committee, October 6, 1993
Approved by the Board of Trustees, October 9, 1993

FLOOD INSURANCE

Policy

Community Associations Institute (CAI) believes that flood insurance should be available to all community associations, either through primary carriers or through a federally supported program. Such coverage should be made available at rates appropriate to the risk without a coinsurance requirement and on a basis that recognizes the ownership structure of the community association involved.

Such insurance coverage should be provided in a manner that is fitting for the exposure faced by the association, that distinguishes between the insurance responsibilities of the association and the individual residents and/or owners, and in accordance with the insurance responsibilities of the individual community associations, whether they be condominiums, cooperatives, homeowners associations or PUDs.

CAI urges the insurance industry to be responsive to the flood insurance needs of community associations by providing the necessary coverage based on need, risk and the practical considerations of community associations, both in general and as an optional alternative to government-provided flood insurance under the National Flood Insurance Program (NFIP).

At the same time CAI urges the Federal Emergency Management Agency (FEMA) to continue to review the terms, conditions, zone maps, and rating structure of the flood insurance coverage it provides community associations, under the NFIP, and to revise them as necessary to reflect the need, risk and financial and practical considerations of community associations.

Background

A significant number of community associations have an exposure to loss from the perils of flood, heavy rains, surface water, back ups of sewers and drains, and other water sources. The losses are often catastrophic in nature and impact both the association property and that of the unit owners. These exposures exist whether or not the property is located in a “hazard zone” as designated by FEMA. Many associations have endeavored to protect themselves against these perils through the purchase of insurance, as well as by employing various risk management techniques.

The degree of flood risk to association buildings depends on the design, value and location of the buildings. The risk and related loss that occurs from flooding events impacts both the association property and that of the unit owner.

In 1968, Congress created the National Flood Insurance Program (NFIP), both to fill a void due to the general unavailability of flood insurance for residential property and to encourage new construction in areas subject to flooding to be built more safely, thereby lowering the risk and exposure of life and property. The rates charged for new construction reflected the risk while rates charged older buildings reflected a Congressionally-mandated subsidy. The premiums collected for the newer buildings have paid for the limited losses to those buildings and related program expenses while the premiums for the subsidized, older buildings have been inadequate to pay for such losses and expenses.

The NFIP has largely had to rely on two factors to sell its policies: the Federal requirement that mortgage loans on buildings in high flood hazard areas had to have flood insurance and efforts to convince the public at risk to purchase the coverage. Insurance agents have been educated and encouraged to sell the

coverage. Although these efforts have resulted in over four million buildings and households being protected, the overall success has been limited, since most buildings at risk are still not covered by flood insurance.

Before the mid 1980s, the private insurance industry made flood insurance available as needed to serve the needs of community associations. In the mid-1980s, the industry reduced the amount of flood coverage offered in areas of both high and moderate risk. The resulting void caused FEMA to respond to requests for flood insurance by revising its coverage and by designing flood insurance products to address the void in the marketplace. FEMA's unique condominium coverage became available in 1989.

In 1994, FEMA revised its flood coverage for community associations with the Residential Condominium Building Association Policy (RCBAP) form, addressing a number of needs of such associations. For example, FEMA changed the coverage for condominiums from actual cash value to replacement cost, introduced a co-insurance clause to encourage the purchase of insurance-to-value, and adjusted its rates and building clauses to reflect more accurately risk and insurance-to-value. These rates were intended to make the program actuarially sound.

The insurance to value and co-insurance provisions have resulted in associations feeling as if they have been forced to purchase more coverage than they believe they need for the risk to which their buildings are exposed. The purchase of "full limits" is necessary to avoid suffering co-insurance penalties at the time of a loss. The insurance-to-value limits of coverage are significantly higher (sometimes 50 to 100 times) than the limits of coverage many associations purchased in the 1980s. Since the rates were not reduced commensurately, these higher amounts of coverage have resulted in flood insurance premiums that are many times the amounts the same associations paid in the 1980s.

Associations are concerned that the NFIP rates do not accurately reflect the risk to the association buildings, nor the insurance-to-value resulting from the higher amounts required to be purchased. Many believe that their exposure is less so that their allowable purchased limits should be less. Associations also believe that FEMA has not explored the full range of rate, building classification, deductible and coverage options that may be both available and appropriate for flood insurance for community associations. Furthermore, the rates are sufficiently high in "non-hazard" areas that many who have a remote risk of loss no longer believe that they can not afford to purchase the coverage. Since the inception of the RCBAP policies and related unit owner policies, complaints have been rampant. In addition to concerns about rates and pricing; apparent errors in classifying properties and in applying appropriate rates have been cited. Mortgage brokers need more education in how to apply the rules accurately and equitably.

It is in the interest of community associations, and thus CAI, to examine the nature of the coverage provided, the need for such coverage, and the possible areas of modification. The information gathered should be transmitted to FEMA with a strong recommendation for appropriate modification of the NFIP. Furthermore, CAI could act as a facilitator and participant in discussion with private insurance carriers and FEMA to study what participation they could assume.

Approved by the Board of Trustees, endorsing instructions from the Public Policy Committee that staff and appropriate committee members make revisions to the background information per discussion at the committee meeting, October 31, 1998

Approved by the Board of Trustees, May 3, 2002

GOVERNMENT REGULATION OF COMMUNITY ASSOCIATIONS

Policy

Community Associations Institute supports effective state legislation—when it is deemed necessary for consumer protection, conversion limitations, protections for ongoing operations or other additions to existing statutes or common law to ensure that community association housing is developed and maintained consistent with legitimate public policy objectives and standards that protect individual consumers, balancing the legitimate rights of the development industry.

Local legislation concerning the creation or governance of community associations is antithetical to a balanced, well-considered assessment of all issues and interests affecting community associations. It also encourages a patchwork of regulations within an individual state and is, therefore, better dealt with at the state level.

Background

Due to the growth and popularity of the community association form of homeownership, there has been considerable activity at the state and local level regarding legislative and regulatory proposals to control and oversee this process. There have also been proposals at the Congressional level to establish national regulatory procedures and requirements. As a result of the substantial increase in the number of developments and consumers affected by these various forms of ownership, states and localities have pursued legislative and regulatory proposals not only to provide for consumer protection and the achievement of public policy objectives in the sales and development process, but in recent times to regulate the ongoing operations of community associations as well.

State legislation should:

- Provide for full and fair protection of the consumer, including existing residents in conversion projects, through the disclosure of all material facts relating to the development, operation and ownership of such housing.
- Be comprehensive in its coverage of the material aspects of the development and operation of this housing form.
- Provide adequate standards to promote the operational viability of the community association.
- Promote reasonable flexibility in the development process.
- Reflect an equitable balance between the interest and needs of housing developers and consumers.
- Not arbitrarily preclude or inhibit the development of any form of community association housing.

CAI believes that the above objectives are best achieved by state governments and not by or through legislative or regulatory procedures at the federal level or at the local government level. The likely diversity of legislative policies adopted by local governments would unnecessarily inhibit the developmental process across local jurisdictional lines, while enactments at the federal level would be too broad in scope to achieve these goals and fail to reflect and respond to the unique character and needs of

local markets.

State Legislative Action Committees (LACs) and CAI chapter legislative committees should strongly discourage all local legislative efforts with respect to the creation or governance of common interest communities, and may engage in local legislative efforts only under the following circumstances:

1. The existing law in a particular state provides that local land use regulations supersede state statutes in controlling the creation or governance of common interest communities.

OR

Local legislative initiative is clearly inevitable due to circumstances particular to that locality, and therefore, as a practical matter, control over the creation and governance of common interest communities occurs at the local municipal or county level.

OR

Existing land use or other county regulations or municipal ordinances specifically control the creation or governance of common interest communities.

AND

2. The actions by the LAC or chapter legislative committees will not weaken statewide legislative efforts with respect to the creation or governance of common interest communities.

AND

3. Support for the particular local legislative effort does not contravene any other CAI Public Policy OR support will further a CAI Public Policy.

AND

4. Actions by a chapter legislative committee (as distinguished from a LAC) are approved by the state LAC executive committee and chapter board of directors.

It is the policy of CAI to recommend that when state governments amend their basic community association development laws they consider the need for updated and comprehensive legislation to regulate the development of community association housing consistent with the above goals. Moreover, in undertaking such review, state governments are urged to consider and give favorable treatment to one or more of the Uniform Community Association Acts.

Adopted by the Executive Committee, April 10, 1993

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Amended by the Public Policy Committee, May 8, 1996

Amended by the Public Policy Committee, October 9, 1996

Approved by the Public Affairs Council, October 9, 1996

Amended by the Public Policy Committee, October 22, 1997

Amended and Approved by the Public Affairs Council, October 22, 1997

Amended and Approved by the Board of Trustees, October 25, 1997

CONSERVATION, SUSTAINABILITY & GREEN ISSUES

Policy

CAI supports environmental and energy efficiency policies that recognize and respect the governance and contractual obligations of community association residents as the best mechanism to enact sustainable environmental policies.

CAI supports efforts by state legislatures to empower community associations to build consensus-based solutions regarding environmental initiatives, and opposes government and interest group efforts to override community policy or deed restrictions on single interest issues.

Background

Community Associations are the outgrowth of smart land use planning. Community associations, which include condominiums, planned communities and cooperatives, represent a comprehensive approach to housing that encompasses individual lots or units as well as common areas such as parks, conservation/natural habitats and parks and recreational facilities. These amenities usually are supported and maintained by the residents of the community, enabling state and local authorities to focus their resources on other uses.

Conservation issues also benefit from the governance process within community associations. Deed restrictions, bylaws and rules provide a basis for implementation, enforcement and maintenance of policies and projects to address community concerns. This process provides a democratic forum for individuals in the community to collectively develop a range of solutions to meet the needs and values of the community. Fostering such diversity of approaches provides neighborhood-level laboratories to develop a range of sustainable solutions. Such local decision-making should be respected and incentivized.

Adopted by the Board of Trustees, March 3, 2010

HOME-BASED BUSINESSES IN COMMUNITY ASSOCIATIONS

Policy

Community Associations Institute (CAI) recognizes and supports the rights of residential common-interest communities to regulate the nature of commercial activities within their communities, including the option to choose whether individual residences can be used as home-based businesses.

CAI encourages associations that regulate commercial activities to restrict only those activities that the associations have reasonably determined have an adverse effect on the community and to permit childcare facilities, home office use and other home-based businesses that do not have adverse effects.

CAI supports the amendment of covenants to allow home-based businesses that do not have an adverse impact on the community. CAI opposes legislation that would supersede any covenant restrictions on home-based commercial activities.

Background

Childcare Facilities

Common-interest communities, particularly condominiums, are increasingly faced with conflicts between the need for the care of young children outside the home but within a residential setting and the rights of association unit owners who feel negatively impacted by childcare facilities within their communities because they do not need or wish to provide such care within their associations. Although the need for childcare is increasing, the rights of property owners continue to require protection without the threat created by encroaching upon the owner's personal environment. The threat of setting a precedent, which will lead to further invasion of the rights of the individual, is of equal concern.

Society has traditionally perceived that the best site for the care of children is the home, as the healthiest and safest development occurs in that environment. With society's increasing need for care for children outside their own homes, an increasing number of families are seeking assistance with the care of children. Some of that care is provided by public entities, while other care is provided by an individual's employer. Nonetheless, a growing number of children are cared for within a private residential setting.

When that private residential setting is within a common-interest community, particularly a condominium unit, questions are raised relating to the definition of childcare as residential or commercial use, the rights and expectations of property owners, payment for incurred costs, and the demands of satisfying the "public good." The possible negative impact of such purchase of insurance for private childcare in a residential setting can be particularly critical, since documents, state law and the secondary mortgage market mandate the insurance. The impact of traffic, noise, confusion and wear and tear on facilities should also be recognized and addressed.

Home Office Use

Home computers, internet access and e-mail are commonplace and allow business to be conducted from home.

Approximately 100,000 home-based businesses are established each month. By some estimates, as many as 40 million people work out of their homes. As computer access increases, the number of home-based businesses is expected to grow even more dramatically. This is exacerbated by local and state

governments that enact zoning ordinances and other laws to encourage home-based business.

However, many community associations are governed by covenants which place restrictions or outright bans on home-based business. Therefore, increased conflict between homeowners operating home-based businesses and association boards seeking to enforce the covenants that restrict business activity is sure to increase.

Most associations do not object to businesses that do not adversely affect the residential character of the community, even where a covenant prohibits all business activity. However, few associations have adopted a home-based business policy that establishes a limit on permitted business activity.

Adopting a policy on home-based business will provide homeowners with guidelines as to which business activities are allowed. In addition, a policy will make it easier for the board to enforce the covenants against truly objectionable business activity.

Adopted by the Board of Trustees, April 25, 1998

HOMEOWNER INVOLVEMENT IN COMMUNITY ASSOCIATIONS

Policy

Community Associations Institute (CAI) believes that direct and active homeowner involvement and participation in community associations and with the board of directors shall be promoted throughout all phases of development of a community association. The board of directors should actively encourage homeowners to participate in committees and other aspects of the association.

Background

It is inherent in the legal documents and conceptual framework of community associations that the association exists to assure that business, governance and community responsibilities are carried out. The association, through a governing body selected by the owners; acts on behalf of the owners to carry out these responsibilities. A workable, effective and responsive governance process is necessary for the association to achieve its mission. The association's organization and structure should encourage homeowner involvement and participation. For that involvement to be effective and successful, the following must be established:

- The governing structure must be explicitly defined, with the rules and responsibilities and authority of the board, committees and agents clearly delineated.
- Organizational goals which respond to the needs of all owners must be established and these goals must be reviewed and reevaluated on a periodic basis.
- An open communications process must be maintained on a continuous basis and should encourage information flow between the board, committees and individual residents.
- A committee process should be established to assure an opportunity for effective owner participation in meaningful activities and decisions to support the governance process.

Adopted by the Board of Trustees, April 8, 1983

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Amended and Approved by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

INSURANCE TRUSTEE ENDORSEMENT REQUIREMENT

Policy

Community Associations Institute (CAI) encourages the secondary mortgage market to implement the addition of an insurance trustee endorsement requirement for community association property insurance policies for new projects to provide protection to the assets of the community association in the event of a major catastrophe. CAI opposes naming Freddie Mac or other secondary mortgage market entity as a loss payee on a community association insurance policy.

Background

In response to concerns expressed by Freddie Mac, CAI's Insurance and Risk Management Committee has studied what steps are reasonable and appropriate to satisfy both Freddie Mac's interest, and that of the secondary mortgage market, in having insurance proceeds appropriately applied and the association's interests in the restoration of property after a major catastrophe. CAI, an organization dedicated to the protection, preservation and enhancement of community association housing, recognizes and appreciates Freddie Mac's desire to protect its mortgage loans and its determination not to be the "insurer of last resort" of property damaged on a mass scale by major catastrophes such as earthquakes, floods, volcanic eruptions, fires, and other physical calamities. CAI also believes that the remedies suggested by Freddie Mac, such as being named as a loss payee on each association policy, will detrimentally affect residential communities and other groups involved with such communities and fail to recognize the fundamental nature and structure of community associations. In addition, such remedies will not be tolerated by the insurance industry and will result in a dramatic reduction in the availability of private insurance for community associations.

Historically, Freddie Mac, for example, has sought to be named as a "loss payee" on community association policies to assure that a Freddie Mac representative controls the expenditure of insurance proceeds, either to rebuild a property, or at that representative's choice, to pay down the mortgage investment made by Freddie Mac. Such a mechanism is an anathema to community associations and to their current insurers.

After several years of study and analysis, CAI's Insurance and Risk Management Committee believes that a reasonable compromise can be found in the naming of an insurance trustee for property policies held by condominiums, cooperatives, and planned communities that insure on a blanket basis. Such trustees are currently required in certain states and in certain CC&Rs and can be charged with and expected to adjust any loss in accordance with the CC&Rs of the particular association. CAI endorses and supports the concept that an insurance trustee be named for each association. In most circumstances, that trustee can be the Board of Directors or Managers itself. When the loss exceeds 10% of the insurable replacement cost or \$1,000,000, whichever is greater, the association must select an independent trustee.

CAI therefore urges the secondary mortgage market to consider naming an insurance trustee as a mechanism that appropriately protects its interests while also providing community associations with the control that is responsive to their interests. Such a mechanism is viewed as likely to be acceptable to the insurance industry segments that are involved with community associations and, thus, should facilitate the continued availability of insurance to all residential community associations. CAI encourages members of the insurance industry to support and cooperate with this approach to solve a mutual problem.

CAI further recommends to the insurance industry that the cost of this insurance trustee clause be an extension of coverage as long as the community association does not use a public adjuster. CAI also

recommends that the insurance trustee have a meaningful role in property reconstruction and that any fees charged be capped at some reasonable amount. CAI also volunteers its assistance and expertise to the development of appropriate policy language to achieve this goal and to persuade insurers to use and accept such an endorsement.

Approved by the Insurance & Risk Management Professionals Committee, May 3, 2000

Amended and approved by the Government & Public Affairs Council (with instructions that staff make appropriate grammatical, stylistic or other non-substantive changes to the policy subsequent to action by the Board of Trustees), May 3, 2000

Approved by the Board of Trustees (with the understanding that staff will make appropriate grammatical, stylistic or other non-substantive changes to the policy), May 6, 2000

LIABILITY OF COMMUNITY ASSOCIATION VOLUNTEERS

Policy

Community Associations Institute (CAI) supports legislative protections against unwarranted exposure to liability for volunteers serving as members of a community association board of directors or committee, to enable them to make responsible judgments without fear of personal loss interfering with their judgment or decision-making process. CAI further supports indemnification of community association volunteer directors and committee members and the provision of directors and officer's insurance coverage as a common expense.

Introduction

Community associations are unable to operate without effective leadership. That leadership is supplied, in most cases, by volunteer members of the association who are elected to serve on the board of directors and committees. Needless to say, such persons place themselves in extraordinarily responsible and difficult positions, ones in which they endeavor to act for the benefit of the other members of the community and for the community as a whole.

Frequently, the actions which are, or should, be taken for the maximum protection of, and improvement to, the community will be unsatisfactory to other members, and thus may generate a negative response from one or more members. Fear of reprisal in such instances can limit a director's willingness to act appropriately. Thus, it is in the best interests of the community association to encourage any mechanism which will allow volunteer directors and committee members within common interest communities to act with the highest measure of responsibility and objectivity. Such mechanisms include protection which can be afforded by association governing documents, by insurance programs, and by the law.

It is not the intent of CAI that protection be provided to those volunteer directors and committee members whose acts or omissions are willful, wanton or grossly negligent.

Background

Traditionally, members of the boards of directors serve at the pleasure of the members of the association, and without compensation. These volunteers give of their personal time and energies frequently, at personal financial expense and exposure of their personal assets to claims, for the betterment of the members and proper governance of the association as a whole.

The defense of claims against volunteer directors and committee members merely spreads the cost of any defense and resulting damages to all members of the association. Additionally, many associations have elected to provide to the association and its volunteer directors and committee members the protection afforded by a directors and officers liability policy. In recognition of the weaknesses and inconsistencies of many such policy forms, CAI, in conjunction with certain insurance carriers, has developed a broad and responsive directors and officers liability insurance program for community associations.

In recent years, various legislative bodies have recognized the potential damage to the "volunteer system" in their respective states and, indeed, nationally by the failure to afford volunteers, who discharge their duties in good faith for the greater good of the community, some effective form of immunity. Thus, many

state legislatures, as well as the federal government, have sought to provide protection through statutory immunities from damage judgments against such volunteer directors and committee members in situations where their acts or omissions do not constitute gross negligence, illegal, willful or wanton misconduct, and are not activities outside the realm of the association's purposes, functions and duties or the scope of the directors' or committee members' duties.

Adopted by the Board of Trustees, April 11, 1987

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Amended and Approved by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

LIMITED LIEN PRIORITY FOR COMMUNITY ASSOCIATION ASSESSMENTS

Policy

- 1. Community Associations Institute (CAI) believes community associations should be provided with a six-month assessment lien priority over the lien of a first mortgage or deed of trust.**
- 2. This should apply only to monthly or periodic common expense assessments made by an association pursuant to an annual operating budget that would have become due in the absence of acceleration together with reasonable attorneys' fees to collect this amount, and not to fines, penalties, late charges or special assessments imposed by the association**

CAI also supports modification of any laws or secondary mortgage market guidelines restricting or discouraging lending institutions from making loans that are subject to the community association assessment lien priority.

Background

Throughout the United States, community associations with statutory or covenanted rights to assess their members for the insurance, maintenance, management or upkeep of property operated for the common benefit and enjoyment of their members have been bearing an ever-increasing burden of expenses and obligations historically paid for and performed by units of local governments.

While liens for real estate taxes and other governmental charges against a unit have priority over a first mortgage or deed of trust, absent legislative authorization, community housing association assessments have no such priority, even though the association serves a quasi-governmental function and the association continues to preserve the value of the lender's mortgage security by maintaining and insuring the building(s).

In the absence of an association assessment lien priority, non-defaulting unit owners are forced to pay for the maintenance and upkeep of units being held by foreclosing lenders. Aside from the obvious unfairness of this situation, severe hardships are thereby imposed upon non-defaulting unit owners, many of whom are already budgeted at a high percentage of their take home pay toward the cost of shelter.

In areas of the economy where multiple defaults are not uncommon, the resulting budget increases and/or special assessments community associations are compelled to make upon their non-defaulting unit owners to cover the shortfall caused by the defaulting owners has, in turn, pushed a number of such unit owners into default.

Lenders holding mortgages on both defaulting and non-defaulting units have a vested interest in insuring that associations have the wherewithal to continue to maintain the common and shared areas of developments during foreclosure proceedings as the provision of insurance, maintenance and security services is essential to the preservation of the value of their mortgage security interests.

Recognizing the hardships and dangers inherent in this situation, while being at the same time cognizant of the need to protect the integrity of the mortgage lending process, the National Conference of Commissioners on Uniform State Laws has provided for a limited six-month association lien priority over

the lien of a first mortgage or deed of trust in its Uniform Condominium Act and related Acts. This six month lien priority was provided with the express consent of advisors to the Conference from the Department of Housing and Urban Development, the Veterans Administration, the Federal National Mortgage Association and the Federal Home Loan Mortgage Corporation.

Adopted by the Executive Committee, April 10, 1983

Amended By the Board of Trustees, October 7, 1983

Reviewed by the Public Policy Committee, October 6, 1993

Reaffirmed by the Board of Trustees, October 9, 1993

LOCAL TAXATION AND PUBLIC SERVICES FOR COMMUNITY ASSOCIATIONS

Policy

Community Associations Institute (CAI) supports the following policies:

- 1. Property taxes imposed on homeowners of community association housing should be imposed on the same terms and conditions as those imposed on other homeowners. Separate assessment and taxation of the common property of a community association is unjust double taxation.*
- 2. The provision of public services to homeowners in community associations should be equal to services provided to all other homeowners. Otherwise, (a) public service providers should compensate community association homeowners for the cost of services not provided or, (b) Congress and the state legislatures should permit homeowners to deduct that portion of their community association assessments properly attributable to the association's performance of public functions, or to receive a credit equal to that amount.*

Background

Throughout the United States, community associations with statutory or covenanted rights to assess their members for the maintenance, management or upkeep of property operated for the common benefit and enjoyment of their members have been bearing an ever-increasing burden of expenses and obligations historically paid for and performed by units of local governments.

The unique character of the community association form of ownership has frequently resulted in the value of common area improvements being improperly assessed and taxed twice: first to the community association and second to the individual association unit owners whose unit values reflect their exclusive right, together with the other members of their association, to make use of recreational buildings, swimming pools, tennis courts and similar common-area improvements.

Newly created community associations are increasingly required to provide their members with what have historically been considered "municipal" services. Association members must then typically pay the same local taxes as other neighboring homeowners even though trash collection, road and sidewalks maintenance and repair, street lighting, disposal of sewage, storm, flood and erosion control systems, shade and ornamental tree maintenance, security patrols for crime, disorder and public safety and other forms of public services are not made available to them.

Notwithstanding the obvious privatization of public services, community association members are doubly disadvantaged by not being able to deduct the portion of their association maintenance assessments attributable to public functions from their income for income tax purposes, as they can for municipal taxes.

There should be recognition that, apart from the homes themselves, common property in condominium and homeowner association developments has no value or, at best, a nominal value for property tax purposes. Since the title dedication of that property is to the exclusive benefit of the association homes, the value of the homes includes the value of the open space and improvements. Thus, any portion of the services provided for private benefit – such as maintenance, insurance and replacement of private buildings or portions of buildings occupied exclusively by members of the association, recreational facilities whose use is restricted to members of the association, and maintenance of restricted grounds and

accessory support areas such as parking lots and garages restricted to members of the associations should be excluded.

Adopted by the Board of Trustees, October 29, 1988

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Amended by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

PRIVATE PROPERTY PROTECTION

Policy

Community Associations Institute (CAI) supports protections that enable property owners to challenge and resolve efforts to take common or private property. CAI opposes legislative or judicial actions that would limit or restrict the ability and rights of community associations to maintain control over association common property.

Background

The U.S. Supreme Court has addressed the issue of the Takings Clause of the Fifth Amendment of the U.S. Constitution through several court cases by proclaiming a two-part test. The test's first prong is when a court must determine whether a governmental regulation substantially advances a legitimate state interest. The second prong is where a court must determine whether the government regulation has deprived the property owner of all economically viable use of his property. The Supreme Court has adopted and urges the use of this test when determining cases of private property protection. The Takings Clause of the Fifth Amendment states, "Nor shall private property be taken for public use, without just compensation." Protection of private property rights embodies an essential part of our constitutional form of government.

CAI recognizes the need for homeowners and community associations to rely on the standard handed down by the Supreme Court in private property disputes. CAI opposes legislative and judicial actions that would limit or restrict community associations' right or ability to maintain control over association common property.

Adopted by the Board of Trustees, October 25, 1997

Approved by the Government & Public Affairs Committee, October 17, 2001

Approved by the Board of Trustees, May 3, 2002

QUALITY CONSTRUCTION AND RIGHTS OF ASSOCIATIONS AND BUILDERS IN THE EVENT OF DEFECTS

Policy

Community Associations Institute (CAI) believes that builders and construction professionals should deliver a product made with quality workmanship and free from defects. CAI also recognizes that homeowners must be reasonable in their expectations of the quality of construction of their homes. CAI supports legislation and regulations concerning construction defects that adequately balance the rights and responsibilities of community associations, their boards and homeowners and of builders and construction professionals, in the following ways:

The Opportunity to Cure

Builders and construction professionals should be given an opportunity to present a reasonable plan to repair defective construction, and an association must have the opportunity to accept or reject the plan. Nothing should preclude an association from taking emergency measures to correct any defect that poses an immediate health or safety risk.

Homeowner Involvement

Like any other aspect of community association operations, an open communications process that assures the flow of information among the board, committees, and the individual homeowners must be established. If the community association brings a claim for construction defects, it has the responsibility to communicate to homeowners the nature of the defects, the remedies sought, the timing of the claims process, and the anticipated fees and expenses to be incurred.

Alternative Dispute Resolution

Either party should be allowed to request use of an alternative dispute resolution (ADR) method, as long as it is performed in a reasonable timeframe and under terms that satisfy all parties. CAI recognizes the need for and supports the use of fair ADR mechanisms to resolve disputes arising in community associations in appropriate cases.

Right to Recovery

To enable the association and its homeowners to be in the position they would have been if no defects had existed, the association should have the right to make claims for defects affecting common elements or other components for which the association has repair or maintenance responsibilities, and to utilize alternate dispute resolution and opportunities to cure. Should an association take emergency measures to correct a defect that poses an immediate health or safety risk, such action should not preclude an association's right to recovery, provided that evidence of the defect is preserved. The prevailing party should be allowed to recover costs and attorney's fees.

The Association's Right to Bring Claims

When the association has the right to make claims (except during the period of developer control), the board of directors, as the elected representative body of all homeowners, should be allowed to make claims without homeowner approval. An individual homeowner should not have the right to make a claim for defects in common elements, but should have the right to make a claim for defects in his or her unit or personal property. Developers, builders and construction professionals should not be able to avoid their obligation to remedy defects by maintaining control of the association beyond the time permitted by law to make claims for defects. CAI opposes legislative incentives that would encourage the use of less than acceptable repairs to defects.

Background

CAI understands that most builders and construction professionals provide quality workmanship and deliver homes free from defects. Still, there are cases where defects exist.

CAI believes that the best way to minimize construction defects is to improve oversight, inspections and other quality control processes during the initial planning and building phases. Nonetheless, when defects are discovered, associations should allow builders and construction professional's reasonable time to repair the defect prior to filing a lawsuit. Litigation should be the last resort.

In many states, homebuilders, construction professionals, trial attorneys and others have introduced legislation to change the way associations may pursue construction defect claims against a builder or developer. Some of these bills have also added procedural requirements with which a community association must comply prior to filing a lawsuit relative to construction defects, including consent from a majority of owners before filing suit. Proponents of such proposals claim that these types of provisions ensure that only meritorious lawsuits are filed. However, CAI contends that it is the fiduciary duty of boards of directors to make decisions about maintenance of property as provided in the governing documents, including decisions to file suit.

Recognizing that CAI's diverse membership is affected in different ways by construction defect issues, this policy attempts to balance the interests and needs of our members and to provide an equitable approach to construction defect legislation and regulations. CAI believes advocates from either perspective must balance their approach and embrace the best interests of community associations as a whole.

Approved by the Government & Public Affairs Committee, October 29, 2003

Adopted by the Board of Trustees, October 31, 2003

REASONABLE OCCUPANCY STANDARDS

Policy

Community Associations Institute (CAI) supports the right of community associations to establish reasonable occupancy standards. CAI opposes the implementation and enforcement of the Federal Fair Housing Act in a way that treats reasonable occupancy standards as discrimination on the basis of familial status. Under no circumstances should an occupancy standard of two persons per bedroom plus infants constitute discrimination under the Federal Fair Housing Amendments Act.

Background

The Federal Fair Housing Amendments Act (“FHAA”) prohibits discrimination on the basis of familial status. Familial status discrimination is discrimination against families with minor children. When adopting regulations implementing the FHAA, the Department of Housing and Urban Development (“HUD”) stated:

[T]here is no basis to conclude that Congress intended that an owner or manager of dwellings would be unable in any way to restrict the number of occupants who could reside in a dwelling. Thus, the Department believes that in appropriate circumstances, owners and managers may develop and implement reasonable occupancy requirements based on factors such as the number and size of sleeping areas or bedrooms and the overall size of the dwelling unit.

Despite these statements, HUD and others have sought to expand the impact of the FHAA to prohibit reasonable occupancy standards. In some cases, occupancy restrictions of five persons were challenged on the basis of familial status discrimination. This position is directly contrary to HUD’s initial position that reasonable occupancy requirements are valid.

As a result of the position of HUD and others, individuals are unable to determine which occupancy restrictions will be permitted. The Ninth Circuit Court of Appeals in *Pfaff v. United States* stated:

We are most troubled that in this especially complex area of the law, in which private individuals may be subject to heavy-handed enforcement proceedings, the Secretary [of HUD] has done so little to enlighten the public as to what she expects of them. HUD should spare a thought for the law-abiding property owner, because the familial status amendment presents particularly difficult questions of compliance...If HUD finds the line-drawing questions difficult, imagine the position of [the law abiding property owner]. . . . We also express our hope that HUD will avoid such incidents in the future by providing the public with guidance adequate to enable honest people to comply with the 1988 Fair Housing Amendments Act. [Citations and footnotes omitted.]

Like the law abiding property owner, community associations also have difficulty determining what occupancy restrictions are permitted under the FHAA. As a result, Congress has considered legislation that would reiterate the ability of owners and managers of property to impose reasonable occupancy restrictions. In addition, the legislation would expressly provide that under no circumstances should an occupancy standard of two persons per bedroom plus infants constitute discrimination under the FHAA. CAI believes that this legislation, if adopted, would protect the interests of families while allowing community associations to regulate reasonably the use of residences and common property.

Approved by the Public Policy Committee, April 22, 1998
Amended and Approved by the Public Affairs Council, April 22, 1998
Adopted by the Board of Trustees, April 25, 1998

RENTERS IN COMMUNITY ASSOCIATIONS

Policy

Community Associations Institute (CAI) supports a balanced approach to the treatment of tenants in community associations, while protecting traditional property rights, including reasonable regulation of transient occupancy, tenant compliance with association standards, and the integration of tenants into the community on an equal basis.

Background

The presence of renters in investor-owned units in primary residential community association developments is a very sensitive, complex and controversial issue. Some feel that non-owners will not respect association rules and regulations or exercise the same degree of care in use of community property. Moreover, as the proportion of renters to owner occupants increases, there is concern that the property values of the community will be adversely affected and that the available pool of talent to draw upon for participation in the governance process will be diminished to unacceptable levels.

The following constraints on rental housing within association communities should be considered:

- Including within the legal documents a requirement for a minimum lease period to limit the use of units on a transitory rental basis in a primary residential development (non-resort).
- Requiring investor-owners to use standard recommended association-developed lease terms which incorporate provisions setting forth the responsibilities of both the investor-owner and the tenant to comply with the legal documents and rules of the association, and which details the rights of the association to bring eviction proceedings for recurrent or substantial noncompliance with such rules and regulations after notice to the landlord with the opportunity to cure the default.
- Establishing as a policy of the association that tenants will be treated as equals within the community and afforded every opportunity to function as productive, contributing members of the community, including receiving information materials such as newsletters, the opportunity to attend meetings of the association and its committees and the opportunity to serve on such committees.
- Requiring owners to notify the association when the tenancy is changed and provide the association with the name of the new tenants and their other occupants and a receipt from the tenant of the documents, rules and other information the association may reasonably require, necessary to the operation of the association.

The use of the community association housing for rental occupancy is both natural and inevitable as a result of the normal process of sales and re-sales that occur in any form of housing. Owners, as a result of individual investment objectives, employment changes or personal preference make individual determinations as to the desirability of retaining unit ownership for purposes of rental housing. The challenge to associations is to balance the need for establishing reasonable limits on the proportion of rental units within the community and controls on the tenants' behavior while, on the other hand, not adversely affecting the owner's property rights and meeting the objectives for participation and involvement.

Adopted by the Board of Trustees, April 8, 1983

Amended by the Public Policy Committee, October 6, 1993
Approved by the Board of Trustees, October 9, 1993

RULES DEVELOPMENT AND ENFORCEMENT

Policy

Community Associations Institute (CAI) supports legally sound, fair and equitable rules development and enforcement procedures in community associations, according to the following principles:

- 1) All rules and regulations should be based upon proper legal authority as contained in applicable legislation, court precedent and the governing documents of the community.*
- 2) Rules and regulations should be adopted solely to serve legitimate needs of the community, taking into consideration the personal and property interests of the homeowners.*
- 3) Homeowners should be afforded the opportunity to review and comment upon proposed rules and regulations prior to their adoption by the governing body and duly adopted rules and regulations should be regularly communicated in writing to members and residents.*
- 4) The community's enforcement process should make adequate accommodation for due process requirements.*
- 5) The governing body should enforce all rules and regulations in a consistent, even-handed manner with common sense and compassion*

Background

The community association form of housing results in unique legal and social inter-dependence among property owners and residents. The characteristics of shared property ownership and mutual governing responsibilities create the need for rules and regulations dealing with both property rights and standards of personal conduct. The long-term operation and social success of a community association is heavily dependent upon a rules-making and rules-enforcement process which operates in the best interest of the community, enjoys the consent and support of community members and ensures fair and consistent treatment of all members. The rules enforcement process, as with governments, must be open in all respects and the rules process must be soundly based on legal authority and legal principles and practices as guided both by statute and court decisions.

Adopted by the Board of Trustees, April 8, 1983

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

SUPPORT FOR THE UNIFORM ACTS

Policy

Community Associations Institute (CAI) supports and recommends consideration and adoption of the one or more of the Uniform Community Association Acts by all states. In those states where it is not appropriate, practical or possible to adopt one or more of these uniform acts in their entirety, CAI supports and recommends consideration of appropriate portions of these laws.

Background

Since the original condominium statutes in the United States were drafted in the 1960s, we have had more than 20 years of experience in the development and operation of common-interest communities. This experience has shown that the early statutes, although thoughtfully drafted and the product of the best thought of their time, did not deal adequately and completely with many of the issues that we encounter in the development and operation of common-interest communities.

CAI recognizes that, in many states, adoption of Uniform Community Associations Acts in their entirety or in part is not possible because of other considerations of state law and the need for practical political compromise in the legislative process.

CAI recognizes that, in many states it is the widely held belief that while condominiums ought to be regulated by a comprehensive statutory scheme, other forms of community associations, such as cooperatives and planned unit developments (PUDs), should be governed by other statutory regulations and the common law.

CAI recognizes and believes that the individual CAI chapters and legislative action committees in various states are in the best position to determine what legislation can be passed in those states. As a result, CAI provides substantial latitude to them to determine which legislation to support in their states, as long as it is not inconsistent with other CAI policies.

Adopted by the Board of Trustees, October 9, 1993

TELECOMMUNICATIONS

Policy

Community Associations Institute (CAI) supports the growth of competition in the telecommunications and video programming marketplace among telephone, cable, satellite, television broadcast, wireless cable, and other providers so community association residents have access to advanced, innovative services. However, CAI opposes governmental regulation that would require community associations to permit telecommunications providers, video programming providers or individual association residents to install equipment or wiring on common property without prior association approval and control. CAI also opposes any federal or state initiatives that would limit a community association's ability to enter into telecommunications or video programming contracts.

Background

Community associations support a fully competitive telecommunications and video programming marketplace. By free and open competition, community association residents, acting through their elected boards, are able to select the most cost effective and innovative providers to serve their communities.

There have been many recent federal and state efforts to increase competition between franchise cable and newer telecommunications and video programming providers. Some of these efforts will require community associations to permit any individual association resident or service provider to install equipment or wiring on common property. If adopted, these proposals would violate the Fifth Amendment of the U.S. Constitution, damage common property, and create conflicts among association residents. CAI opposes any such forced entry legislative or regulatory proposals.

Some governmental entities have also proposed limitations on the rights of community associations to enter into certain telecommunications and video programming contracts. Limitations on these rights would inhibit the ability of community associations to negotiate for the most competitive and cost effective services for their residents. Therefore, CAI opposes any initiatives that would limit community association contract rights.

As competition in the telecommunications and video programming marketplace continues to increase, new technologies will emerge that increase access to services without infringing on community association common property or contract rights. Federal and state governments should support initiatives that would promote the development of such technologies.

Approved by the Public Policy Committee, April 22, 1998

Approved by the Public Affairs Council, April 22, 1998

Adopted by the Board of Trustees, April 25, 1998

TRANSITION OF COMMUNITY ASSOCIATION CONTROL FROM THE DEVELOPER TO HOMEOWNERS

Policy

Community Associations Institute (CAI) recognizes that successful transition is the responsibility of the developer. This can be accomplished through (1) continuing training and education programs for homeowners, (2) homeowner participation and involvement in association governance, (3) ongoing communication with residents, and (4) maintenance of the association as a legal entity, with its own separate records, funds and operations.

Background

In the life of every community association there is a time at which the control of the association is transferred from the developer to the owners. At the outset, the developer creates the association and initiates association operations and governance. At the conclusion, owners are in complete control of the association and have full responsibility for continued governance. A smooth and productive transition is one in which the interests of both the developer and the owners, collectively, are served to assure successful completion of the development and sales process, while at the same time assuring that the association operation functions effectively and successfully with appropriate leadership throughout. Successful transition takes careful planning and necessarily involves training and education of the owners so they are prepared to assume this responsibility as the developer hands it over to them.

CAI recommends several techniques which the developer should employ:

- Establish training programs early in the sales process to educate owners about their rights and responsibilities and the principles of community association governance.
- Provide opportunities for homeowners to have meaningful participation and involvement in the governance of the association well in advance of the actual transfer of majority control. Conduct open and continuous communication with residents to make them aware of issues and concerns relating to the governance of their association.
- From the inception, operate the association as a legal entity, with its own records, funds and operations, distinctly separate from the activities of the developer, and make such records readily available to the association and its members.
- Wherever public services funded through homeowner property taxation is not available to owners in community association developments, some system of credits, reimbursement or pro rata reduction in the tax imposed upon owners in such situations should be provided.

Adopted by CAI Board of Trustees, April 8, 1983

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

VETERANS ADMINISTRATION GUARANTEEING LOANS SECURED BY SHARES OF STOCK IN A HOUSING COOPERATIVE

Policy

Community Associations Institute (CAI) supports and urges that Congress amend 38 U.S.C. 1810 to add a new paragraph (a) (8) to read, "To purchase a unit in a housing cooperative by purchasing interest in that cooperative, if such development or project is approved by the Administrator under criteria which the Administrator shall prescribe in regulations."

The above language is consistent with the language authorizing the Veterans Administration (VA) to guarantee loans for a condominium housing unit. Therefore, the above language will extend the same veterans benefits to a person who chooses a cooperative housing unit.

Background

The VA has assisted many former servicemen and servicewomen buy a home by guaranteeing the loan on the home. The Federal legislation for Veterans Benefits provides, at 38 U.S.C. et seq., and particularly at paragraph 1810 of the guarantees provisions, for homes. The loans are guaranteed for the purposes of purchasing a dwelling, farm, farm residence or a unit in a condominium, and to improve a dwelling or farm residence.

Therefore, a veteran can buy a single-family detached home, townhouse, farm residence or condominium unit and have the loan guaranteed. However, the veteran is denied veterans benefits if he or she chooses to purchase a cooperative housing unit. FHA insures mortgages secured by shares of stock in a housing cooperative under § 203 (n) of the National Housing Act. The Federal Home Loan Bank Board permits Federally Chartered Savings and Loan Associations to lend funds for the purchase of stock in a housing cooperative. The Federal National Mortgage Association, in its Charter by Congress, is authorized to purchase loans secured by stock in a housing cooperative.

Adopted by the Board of Trustees, April 1, 1984

Amended by the Public Policy Committee, October 6, 1993

Approved by the Board of Trustees, October 9, 1993

Community Associations Institute
225 Reinekers Lane, Suite 300
Alexandria, VA 22314-2875
(703)548-8600
www.caionline.org

ISBN: 0-941301-56-7
Item # 1567



July 7, 2010

Mr. John Maxey, President
Jefferson County Planning Commission
C/O Jennifer M. Brockman, AICP, Director of Planning & Zoning
116 East Washington Street
Charles Town, WV 25414

Dear Chairman Maxey:

As you requested, we performed a cursory inspection of the subdivision regulation changes. We also understand that at the present time the changes to the subdivision regulations are being limited to changes that will correspond to the existing zoning ordinance. For now, we will limit our comments to the following paragraph on pages 103 & 104 of the *Subdivision and Land Development Regulations, 05.25.10 Amendment Draft*:

Homeowner's Association (HOA) or Business Owner's Association (BOA).
An incorporated nonprofit organization operating under a recorded land agreement through which: (a) each lot owner is automatically a member; and (b) each lot is automatically subject to a proportionate share of the expense for the organizations activities, such as, but not limited to maintaining drives, streets, roads, and other common property. Homeowner's Associations and the Uniform Common Interest Ownership Act of West Virginia are interchangeable and reversible terms. The most recent Uniform Common Interest Ownership Act of West Virginia shall prevail.

1. We suggest using the following definition for **Common interest community** as guidance. This definition can be found in WV Code Chapter 36B.

§36B-1-103. Definitions

(7) "Common interest community" means real estate with respect to which a person, by virtue of his ownership of a unit, is obligated to pay for real estate taxes, insurance premiums, maintenance or improvement of other real estate described in a declaration:.

Provided, That any resort owner which, prior to the effective date of this article, began the development of a resort and imposed fees or assessments upon owners of real estate in the resort for maintenance and care of the roads, streets, alleys, sidewalks, parks, common areas and common facilities in and around the resort, for fire and police protection and for such other services as may be made available to owners of real estate, may also impose the same fees and assessments to be used for the same or similar purposes upon persons purchasing real estate in the resort after the effective date of this article without creating a common interest community.

"Ownership of a unit" does not include holding a leasehold interest of less than twenty years in a unit, including renewal options.

This definition, with an exception for certain resort owners, can also be found in the current revision of the Uniform Common Interest Ownership Act (UCIOA)¹. A copy of this document has been provided to Ms Brockman.

“Common interest community” means real estate described in a declaration with respect to which a person, by virtue of the person’s ownership of a unit, is obligated to pay for a share of real estate taxes, insurance premiums, maintenance, or improvement of, or services or other expenses related to, common elements, other units, or other real estate described in a the declaration. The term does not include an arrangement described in Section 1-209 or 1–210. For purposes of this paragraph, “ownership of a unit” does not include holding a leasehold interest of less than [20] years in a unit, including renewal options.

The term “common interest community” includes HOAs (a.k.a. planned communities), condominiums, town homes, cooperatives and other forms of common interest communities. Sections 1-209 & 1-210 are specific exemptions. Definitions for associations, condominiums, cooperatives and planned communities can also be found in WV Code Chapter 36B and the current revision of the UCIOA. Again, they are synonymous in both documents.

WV §36B-1-103. Definitions

(3) "Association" or "unit owners' association" means the unit owners' association organized under section one hundred one, article three of this chapter.

(8) "Condominium" means a common interest community in which portions of the real estate are designated for separate ownership and the remainder of the real estate is designated for common ownership solely by the owners of those portions. A common interest community is not a condominium unless the undivided interest in the common elements are vested in the unit owners.

¹ Amendments To, Uniform Common Interest Ownership Act, Drafted by the National Conference Of Commissioners On Uniform State Laws and by it approved and recommended for enactment in all the states at its annual conference meeting in its one-hundred-and-seventeenth year in Big Sky, Montana, July 18 – 25, 2008, with prefatory note and comments.

(10) "Cooperative" means a common interest community in which the real estate is owned by an association, each of whose members is entitled by virtue of his ownership interest in the association to exclusive possession of a unit.

(23) "Planned community" means a common interest community that is not a condominium or a cooperative. A condominium or cooperative may be part of a planned community.

UCIOA definitions:

(4) "Association" or "unit owners association" means the unit owners association organized under Section 3-101.

(10) "Condominium" means a common interest community in which portions of the real estate are designated for separate ownership and the remainder of the real estate is designated for common ownership solely by the owners of those portions. A common interest community is not a condominium unless the undivided interests in the common elements are vested in the unit owners.

(12) "Cooperative" means a common interest community in which the real estate is owned by an association, each of whose members is entitled by virtue of the member's ownership interest in the association to exclusive possession of a unit.

(25) "Planned community" means a common interest community that is not a condominium or a cooperative. A condominium or cooperative may be part of a planned community.

2. We have no idea why a Business Owner's Association (BOA) is synonymous with a homeowner's association. WV Statute Chapter 36 contains the following definitions:

ARTICLE 8. UNIFORM UNCLAIMED PROPERTY ACT.

§36-8-1. Definitions.

(3) "Business association" means a corporation, joint stock company, investment company, partnership, unincorporated association, joint venture, limited liability company, business trust, trust company, safe deposit company, financial organization, insurance company, mutual fund, utility or other business entity consisting of one or more persons, whether or not for profit.

(12) "Person" means an individual, business association, financial organization, estate, trust, government, governmental subdivision, agency or instrumentality, or any other legal or commercial entity.

Please clarify in the ordinance. As an alternative, we suggest that you define homeowners associations and business owners associations separately.

3. The following sentence is perplexing:

Homeowner's Associations and the Uniform Common Interest Ownership Act of West Virginia are interchangeable and reversible terms.

An HOA is an "organization", while, in the above context, the Uniform Common Interest Ownership Act of West Virginia (i.e., Chapter 36B of the WV Statutes) is a law. We suggest this sentence be removed.

This is indicative of a broader concern, which we believe to be a fundamental misunderstanding of common interest communities and the importance of the developer, planning commission, et al to better grasp the significance the Articles of Incorporation and Covenants, which are approved by the Planning Commission. Covenants not only prescribe the obligations, limitations and restrictions of an HOA, covenants also dictate how an HOA functions. Too many HOAs in Jefferson County have ceased functioning primarily because their covenants preclude them from functioning.

We respectfully request to be put on the agenda for your August 24, 2010 meeting for 15 minutes to explain who we are, our concerns and our desire to work with the Planning Commission with respect to common interest communities and the governing documents that the Planning Commission approves when a common interest community is established in Jefferson County.

Sincerely,

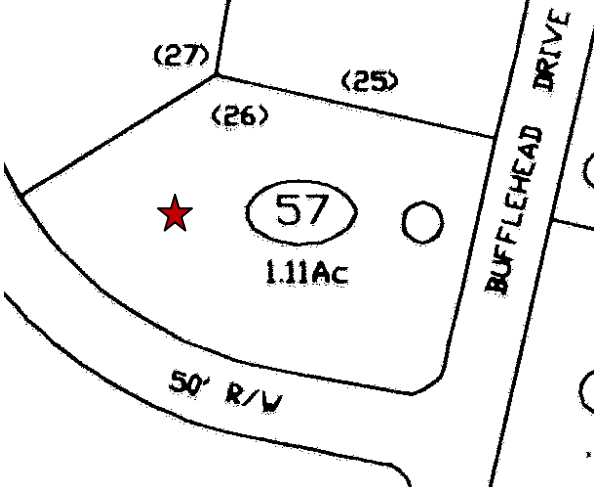
Peter Appignani
President

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

Item #5 Request by Mark and Catherine Ronas for approval of a minor plat change to vacate and relocate a portion of an existing septic reserve field located on Lot 26 within the Canvasback Ridge Subdivision (PC File #88-16). (Subdivision Regulation 24.202.A)

APPLICANT:	Mark and Catherine Ronas	
OWNER:	Same	
DEVELOPER:	Same	
SURVEYOR/ENGINEER:	Peter Lorenzen	
PROPERTY LOCATION:	The property is located on the corner of Bufflehead and Ruddy Duck. Bufflehead intersects Engle Switch Rd. between Bakerton Rd. and Engles- Moler Rd	
LEGAL DESCRIPTION:	District: Harpers Ferry; Map: 6; Parcel: 5.7 	
ZONING DISTRICT:	Zoning Map Designation: Rural	
SURROUNDING PROPERTIES:	Zoning Map North: R South: R East: R West: R	
LOT AREA:	1.11 acres	
APPROVED DENSITY:	N/A	
PERMIT APPROVALS:		
Health Department	Permit No.: SDA 19 1011-04	
Dept. of Highways	Permit No.: 5-88-0825 (old)	
APPROVALS:		
CIS	April 26, 1988	
Preliminary Plat	October 4, 1988	

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

Site Plan	N/A
Final Plat	PC approval: 03/27/89
Variance History	From the 1979 Subdivision Regulations: Two Entrances of 8.2a.5 Stormwater Management Facility 8.2.c. 5
OTHER APPROVALS:	None required

Section 24.202 of the 2008 Subdivision Regulations allows for the “Amendment, Modification, and the Vacating of Subdivision Plats.” Specifically, Section 24.202(A) allows for amendments, provided that “The Planning Commission (or Staff, in the case of a minor subdivision plat) may approve an amendment to a subdivision plat in the same manner as the plat was originally approved....” In this particular subdivision, Canvasback Ridge, was approved by the Planning Commission. Consequently any amendments are required to be approved by the Planning Commission.

The applicant is requesting to relocate the septic reserve area to allow for a pool. The size of the relocated septic area is the same as the original septic area as shown on the plat. There is no impact to the existing drain lines. The vacation and relocation of the septic area has been approved by the Jefferson County Health Department. The Planning Commission may approve an amendment providing that the following three criteria are met:

1. All of the property that is affected by the amendment is under the ownership of the applicant;

The property is under the ownership of the applicant. There will be no impact to surrounding property owners if the amendment is granted.

2. The amendment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision; and

In this situation the proposed amendment will not affect ownership for this parcel or other parcels in the development and the right of convenient access to other persons in the subdivision is not affected. Additionally, the access to this property will not be affected.

3. The amendment complies with all of the standards of this Ordinance, including verification of compliance with the Zoning Ordinance.

The requested amendment will comply with all standards of the Subdivision Regulations and Zoning Ordinance. There is no waiver from the standards of either document.

Staff recommends approval of a minor plat change to vacate and relocate a portion of an existing septic reserve field. This request is fairly straight forward and has no impact on the subdivision or the County. The amended septic reserve area has been approved by the Jefferson County Health Department. Staff finds that the applicant meets the conditions outlined in Section 24.202(A) and recommends the Planning Commission approve the minor plat change to Lot 26 of the Canvasback Subdivision.

**PETER H. LORENZEN P.S.
PROFESSIONAL LAND SURVEYOR
P.O. BOX 316
SUMMIT POINT
W.V. 25446**

**(304) 728-6093
(304) 283-1276 cell
PHLOR@AOL.COM**

8-10-10

Jefferson County Commission,

***This letter is to request approval of a minor plat change (drainfield revision)
to lot 26 Canvasback Ridge subdivision.***

Revised drainfield has been approved by the Health Department.

Thank you,

**Peter H. Lorenzen
Professional Land Surveyor # 948**



RECEIVED

AUG 10 2010

**JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING**

ROBERTS
T.M. 6\58
D.B. 1024\731

JEFFERSON COUNTY HEALTH
DEPARTMENT
RUCKER
T.M. 6\56
D.B. 998\163
APPROVED

BY: *B.J.R.S.*

DATE: 7-27-10

REVIEWED BY: *B. J. Rucker, P.S.*

PERMIT NO.: SDA-19-1011-04 R100.00'

RONAS
T.M. 6\57
D.B. 813\421
48,273 sq. ft.
1.11 acres

N64°13'53"E
159.53'

S71°18'47"E
199.79'

EXISTING WELL (W)

ASPH. DRIVE

10,021 sq. ft.

REVISED DRAINFIELD

DRAIN LINES

2 STORY FRAME

PLATTED DRAINFIELD

BUFFLEHEAD DRIVE (50' R/W)

RUDDY DUCK LANE (50' R/W)

EXISTING WELL (W)

R100.00'

PLAT OF RESURVEY

PLAT SHOWING RESURVEY (DRAINFIELD REVISION) TO LOT 26 CANVASBACK RIDGE, STANDING IN THE NAME OF MARK S. & CATHERINE T. RONAS, AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOK 813\421 LOCATED IN HARPERS FERRY DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

DWG # RONAS

DATE-7/19/10

GRAPHIC SCALE



(IN FEET)

1 inch = 50 ft.

SURVEYED BY:

PETER H. LORENZEN P.S.
SUMMIT POINT, W.V. 728-6093

A handwritten signature in dark ink, appearing to read "Peter H. Lorenzen".



**A Motion Recommending Approval of an
amendment for Lot 26 of the Canvasback Ridge Subdivision**

Whereas, Section 24.202 of the 2008 Subdivision Regulations allows for the “Amendment, Modification, and the Vacating of Subdivision Plats;” and

Whereas, the applicant, Mark and Catherine Ronas, is requesting to relocate the septic reserve area to allow for a pool; and

Whereas, the following findings shall have been made in regards to the request in accordance with the provisions of Division 24.200, Section 24.202 (A) of the 2008 Subdivision Ordinance:

1. All of the property that is affected by the amendment is under the ownership of the applicant;
2. The amendment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision; and
3. The amendment complies with all of the standards of this Ordinance, including verification of compliance with the Zoning Ordinance.

Now therefore be it moved, that the Jefferson County Planning Commission approves the requested amendment as outlined in Division 24.200, Section 24.202 (A) of the 2008 Subdivision Ordinance.

Approved this ____ day of _____, 2010
By vote of the Jefferson County Planning Commission
By a vote of _____ Yes _____ No

John Maxey, Commission President

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

Item #6 Request by Hospice of the Panhandle, Inc. for a Major Subdivision Concept Plan Public Workshop for a proposed site plan (PC File #S10-05). (Subdivision Regulation 24.107)

APPLICANT:	Hospice of the Panhandle, Inc.
OWNER :	same
DEVELOPER:	n/a
SURVEYOR/ENGINEER:	n/a
PROPERTY LOCATION:	Northeast side of Route 9 at the Jefferson/Berkeley County line
LEGAL DESCRIPTION:	District: Middleway; Map: 1; Parcel: p/o 1.2 
ZONING DISTRICT:	Zoning Map Designation: Rural
SURROUNDING PROPERTIES:	Zoning Map Designation: North: R South: R East: R West: Berkeley County
LOT AREA:	16.055 acres
PROPOSED ACTIVITY:	Hospital

The submitted Concept Plan, by Hospice of the Panhandle, Inc., is for a Major Subdivision Site Plan requiring a Concept Plan Public Workshop. The site is located on the Berkeley and Jefferson County line, the site is located on Route 9, directly across from Coast Guard Drive. The proposed project is for a 14 bed facility, with possible future expansion to a 21 bed facility, with a 25,738 sq. ft office building. Additionally, there is possible future expansion to include an additional 7200 sq. ft. office building.

NOTE: This is the first time a project has been submitted to the Planning Commission under the major site plan process, which has multiple components and public hearings. It is important to note that the quality of this submission is far above and beyond what is expected at this point. Future submittals could be much less detailed and still meet the requirements. The first several elements to this process are meant to require a minimal amount of engineering. The purpose in this early portion of the process is to provide the applicant some assurance that after the concept plan public workshop, their project is worth investing more funds to move forward with more detailed plans.

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

Prior to scheduling this proposal on the Planning Commission agenda for a public workshop, two requirements of the 2008 Subdivision Regulations were required to be met by the applicant.

On June 14, 2010, the applicant submitted an application, referred to in the Subdivision Regulations as a "Major Subdivision Concept Plan Submission." Staff had 10 days to review the content of the submission. This review was only to ensure that the appropriate items were submitted, not to review the quality of the submission documents. Listed below are the required items at this stage of the process. Please note, the applicant has provided the required information and meets the submittal requirements.

1. **General location.** A map or aerial photograph, showing an area of 500 feet around the property, with zoning boundaries documented.
2. **Concept Plan.** A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*.
3. **Zoning Information.** This shall include:
 - Determination of the zoning district in which the proposed subdivision or development project is situated.
 - Site capacity calculations.
 - Site resource map.
4. **Proposal Description.** This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.
5. **Other Data.** Any other data or information the applicant believes will assist in the review.
6. **Other Reviews.** Any other staff or agency reviews of the plans.

After determining the submission was sufficient within the allotted 10 days, the application was formally received on June 28, 2010. A letter was sent to the applicant notifying them that they could advance to the next step in the process, a Major Subdivision Concept Plan Completeness Review. Within a 45 day period, that began on June 28, 2010, the concept plan was required to be scheduled for a public workshop at a regularly scheduled Planning Commission Meeting. Staff scheduled the applicant's public workshop for the August 24, 2010 Planning Commission Meeting. During the time period between formal receipt of the application and the public workshop, the Major Subdivision Concept Plan Completeness Review process takes place. Listed below are the requirements in the Major Subdivision Concept Plan Completeness Review process:

1. Within 7 days of the formal application receipt, the applicant shall distribute concept plan material to outside agencies. These agencies are: West Virginia Department of Highways (WVDOT), Jefferson County Public Service District (JCPSD), Jefferson County Historic Landmarks Commission, and any additional reviewing agencies. Any agency comments shall be received by the Planning and Zoning Department 14 days prior to the scheduled public workshop. If agency comments are not received, it is presumed that approval has been granted.

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

2. The Department and agency reviews shall address the areas indicated below and any other areas of concern to the agencies.
 - a. Whether the density, use, and plan meet the requirements of Articles 2 and 3 of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. (Landscaping, for instance, is not generally available at this stage). Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a preliminary plan submittal.
 - b. Staff opinion as to whether the plan meets the site development planning or subdivision criteria of this Ordinance. The Department shall review the concept plan for modifications that would improve the plan.
 - c. WVDOH shall submit a letter to the Department of Planning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a traffic study needs to include more area than required by this Ordinance or the Zoning Ordinance, it shall specify the expanded area. Any issues regarding sight distances, access location, road configuration, or off-site improvements shall be noted with recommendations or required changes. The purpose is to ensure that, at preliminary plan review, all transportation information is available so the agency does not have to seek additional data for a qualitative review.
 - d. Public Services. The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.
3. All reviews shall contain recommended conditions for moving forward to a preliminary plan or reasons why the plan should be denied.
4. Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning Staff shall accept or deny the concept plan as complete.

The Planning and Zoning Department Staff find the Hospice of the Panhandle, Inc. project complete based on the information provided and on the criteria above, with the exception of a setback issue. Hospice of the Panhandle, Inc. submitted a variance request from Article 5, Section 5.7b to reduce the southern side setback distance from 100' to 54' to allow for the construction of a hospital type facility. This variance request was granted by the Board of Zoning Appeals on August 19, 2010. The reason for granting the variance is to keep the structure within Jefferson County. The driving force behind this request was based on the reimbursement rate provided by insurance companies, Medicare and Medicaid. The formula for reimbursement is based on Metropolitan Statistical Areas. Jefferson County and Berkeley County are located in different Metropolitan Statistical Areas.

Additionally, outside agencies have responded. The Jefferson County Public Service District has released this project to the Berkeley County Public Service Sewer District for service of this site. The

STAFF REPORT

Jefferson County Planning Commission Meeting

August 24, 2010

Berkeley County Public Service Sewer District has agreed to supply this site due to their proximity of the property.

The West Virginia Department of Highways has approved an entrance permit for the proposed project at this location, under the condition that a \$25,000 performance bond is posted. No indication of a traffic study report or additional traffic improvements were mentioned.

The Jefferson County Historic Landmarks Commission responded stating they do not believe the project will have any adverse affect on any historic resources in Jefferson County.

Of the agencies specifically asked to respond, WVDOH, Berkeley County Health Department, Berkeley County Public Service Sewer District, Berkeley County Public Service Water District and Jefferson County Historic Landmarks Commission all responded.

With these early, but significant items addressed, the concept plan proceeds to the scheduled public workshop.

The Major Subdivision Concept Plan Public Workshop allows for the Planning Commission and the general public to comment on the proposed plan. The Subdivision Regulations outline how to proceed. First, the applicant makes a short presentation. Second, Staff explains outside agency comments and whether the plan has met the standards of the Zoning Ordinance. Third, public comment is solicited.

After the applicant's presentation, staff's explanation and the solicitation of public comment, the Planning Commission shall provide direction to the applicant as required under Major Subdivision Concept Plan Direction outlined in the Subdivision Regulations. This direction shall be provided within 14 days, at either the Planning Commission Meeting after the Major Subdivision Plan Public Workshop is closed, the next Planning Commission meeting or at a special Planning Commission meeting.

The Planning Commission shall direct the applicant to prepare a preliminary plan. The applicant shall take into consideration the input from the Departments of Planning and Zoning, all outside agencies, public comment and Planning Commission remarks when forming their preliminary plan. This input shall assist the applicant in meeting the requirements that lie beyond the technical Subdivision Regulations and Zoning Ordinance. At time of submission of the Major Subdivision Preliminary Site Development Plan Application – Submission the applicant shall cite conditions and demonstrate if they have been met or otherwise addressed as outlined under Major Subdivision Concept Plan Direction in the Subdivision Regulations.

It should be noted, that the direction provided to the applicant in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to the Subdivision Regulations or the Zoning Ordinance in the second year shall be applicable.

The applicant has requested that the Planning Commission provide direction at the close of the Major Subdivision Plan Public Workshop. The applicant would like to keep the process moving along and since they have nearly a fully engineered site plan, they are able to provide a quick turn around on this project.

Amy Puetz

From: Jennifer Brockman [jbrockman@jeffersoncountywv.org]
Sent: Thursday, July 22, 2010 9:20 AM
To: 'Seth Rivard'; 'Steve Barney'; 'Jonathan Saunders'; 'Amy Puetz'; 'Jennilee Hartman';
'Engineering Department'
Subject: FW: Hospice of the Panhandle

FYI -- please print for the concept plan file.

Jennie Brockman, Director
Jefferson County Department of Planning and Zoning
Office (304) 728-3228

From: John Allen Jr. [mailto:johnallenjr@earthlink.net]
Sent: Thursday, July 22, 2010 8:55 AM
To: Paul Raco; jbrockman@jeffersoncountywv.org; Robert T Eckels
Subject: Hospice of the Panhandle

To all concerned,

The Jefferson County Historic Landmarks Commission has reviewed the proposed Hospice of the Panhandle project on the Jefferson and Berkeley County line. The commission has no issue with the design or location of the buildings, or with the site itself. We do not believe that the project will have an adverse affect on any historic resource in Jefferson County.

Thank you for the opportunity to comment.

- John Allen
chairman, JCHLC

Berkeley County Public Service Water District

83 Monroe Street
P.O. Box 737
Martinsburg, WV 25402-0737
www.berkeleywater.org
Phone (304) 267-3855
Fax (304) 267-3864



July 19, 2010

Jefferson County Department of Planning & Zoning
116 East Washington Street
P.O. Box 338
Charles Town, WV 25414

Attn: Jennifer Brockman, Director

Re: Hospice of the Panhandle

Dear Ms. Brockman,

This is in response to your letter regarding Concept Plan Sufficiency for the Olive Boy Farm Hospice project.

The Berkeley County Public Service Water District has issued a Letter of Intent to Serve Public Water dated April 21, 2010. We have no further comments on the project.

If you have any questions, please contact me.

Sincerely,
BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT

Christine E. Thiel, P.E.
District Engineer

cc. Robert Eckels, Architect

RECEIVED
JUL 21 2010
JEFFERSON COUNTY
PLANNING, ZONING & COMMUNITY DEVELOPMENT



ROBERT T. ECKELS, AIA

ARCHITECT
July 19, 2010

RECEIVED
JUL 22 2010
JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Jennifer M. Brockman,
Director
Jefferson County Department of Planning & Zoning
PO Box 338
Charles Town, WV 25414

RE: Hospice Concept Plan – Agency Comments

Dear Ms. Brockman:

We have notified all the agencies in your letter dated June 28, 2010 requesting comments on the Concept Plan for the Hospice Project.

We have contacted all the agencies requesting their comments. Some agencies have chosen to respond to us rather than to you. I have included a copy of the Berkeley County Health Department comments, and I have also included a copy of an email to Mr. Rick Shobe requesting comments concerning WV Department of Highways and subsequent response from Mr. Larry Alt District 5 Permit Section.

I trust this information will satisfy the requirements for these two agencies. We are waiting to hear from the other agencies. If they would happen to respond to us, we will forward them to you immediately.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Robert T. Eckels, AIA
Architect

RTE:pmk

Enclosure

CC: Paul Raco
Margaret Cogswell

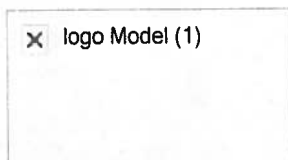
1927 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401
email: reckels@rtearchitect.com

304.267.7595

FAX 304.267.0944

Robert T Eckels

From: Robert T. Eckels [reckels@rtearchitect.com]
Sent: Friday, July 09, 2010 2:44 PM
To: reckels@rtearchitect.com
Subject: FW: Hospice



Robert T. Eckels, AIA
1927 Rock Cliff Drive
Martinsburg, WV 25401
Tel 304-267-7595
Fax 304-267-0944

RECEIVED
JUL 22 2010
JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

From: Alt, Larry A [mailto:Larry.A.Alt@wv.gov]
Sent: Tuesday, July 06, 2010 4:14 PM
To: reckels@rtearchitect.com
Cc: Shobe, Rick J
Subject: FW: Hospice

Mr. Eckels, in the attachment there is a copy of the letter to extend the date for the receipt of the bond for your entrance permit, that was mailed today. Also there is a copy of a letter dated April 5 stating the status of the permit that you may submit to the planning commission. This has generally been sufficient in the past to meet the planning commissions requirements. If there is anything else I can help you with please let me know . Larry Alt

Larry Alt
WVDOH District 5
Permit Section
P.O Box 99 Burlington WV 26710
304-289-2284

From: Shobe, Rick J
Sent: Tuesday, July 06, 2010 2:00 PM
To: Alt, Larry A
Subject: FW: Hospice

From: Robert T. Eckels [mailto:reckels@rtearchitect.com]
Sent: Tuesday, July 06, 2010 1:40 PM
To: Shobe, Rick J
Subject: Hospice

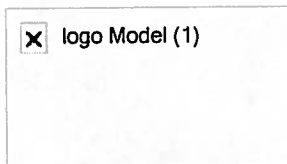
7/11/2010

Rick

Did you get my request for the extension of the approval for Hospice? We are currently working on getting the correct bond.

We have begun processing our site plan in Jefferson County and they have a very different procedure. I have attached a letter of explanation and a copy of their request for comments letter. I think that a response concerning the status of the entrance permit will satisfy their requirements. If you have any questions please give me a call or email.

Thanks
Bob



Robert T. Eckels, AIA
1927 Rock Cliff Drive
Martinsburg, WV 25401
Tel 304-267-7595
Fax 304-267-0944



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Five

Joe Manchin III
Governor

P. O. Box 99 • Burlington, West Virginia 26710-0099 • (304) 289-3521

April 5, 2010

Robert T. Eckels, AIA Architect
599 Rock Cliff Drive
Martinsburg, WV 25401

Dear Mr. Eckels:

Hospice Access Road
Berkeley County

The revised drawing dated 4-3-2010 for the subject permit on WV 9 has been reviewed in this office and upon receipt of the requested \$25,000 performance bond, a permit will be issued. However, the bond must be received within ninety (90) days of the date of this letter, or a new submittal may be required.

If you have questions concerning this information, contact me at this office. My telephone number is 304-289-2286 and my e-mail address is rick.j.shobe@wv.gov.

Sincerely,

A handwritten signature in cursive script that reads "Rick Shobe".

Rick Shobe
Permit Supervisor

FJS/t

cc: Larry Alt
File



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager

District Five

Joe Manchin III
Governor

P. O. Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

July 6, 2010

Robert T. Eckeles, AIA Architect
599 Rock Cliff Drive
Martinsburg WV 25401

Dear Mr. Eckels

Hospice Access Road
Request to extend amount of time to receive bond.

Your request to extend the amount of time to post a bond for the Hospice Unit Entrance off WV 9 has been granted. The original date of July 5 2010 has now been extended to September 8 2010. If the bond has not been posted by this date a new submittal may be required.

If you have questions or need additional information, contact Larry Alt at (304) 289-2284 or e-mail at larry.a.alt@wv.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Shobe".

Rick Shobe
Permit Supervisor

Enclosure

cc: Permit File
Larry Alt



BERKELEY COUNTY HEALTH DEPARTMENT

400 West Stephen St. Suite 204
Martinsburg, West Virginia 25401
304-267-7130

Fax # 304-263-8274

July 8, 2010

Jefferson County Departments of Planning and Zoning
P.O. Box 338
Charles Town, WV 25414
Attn: Jennifer M. Brockman, Director

RE: Hospice of the Panhandle, Inc. Facility

Dear Ma'am,

The Berkeley County Health Department has reviewed an application for comments on the above mentioned property. Because no permitting of septic system or water well will be done, this office has no objection to the facility.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Allison".

Keith Allison
Sanitarian II

510-05

Jefferson County Dept. of Planning and Zoning116 East Washington Street, 2nd Floor

P. O. Box 338

Charles Town, WV 25414

CONCEPT PLAN APPLICATION FORM**RECEIVED**

JUN 14 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Property Owner (s): Olive Boy Farms, Inc

Mailing Address: Hoy G. Shingleton, Trustee of The Perkins Trust, sole shareholder, Olive Boy Farms, Inc.
115 Aikens Center, Suite 24 Martinsburg, West Virginia, 25404

Phone Number: 304-262-4773 shingle@comcast.net

Deed Book Reference: Deed Book #: DB 819 Page #: PG 47

Tax Map Reference: District: Middleway Map: MW-1 Parcel: Part of 1.2

Zoning District: ☒ Rural ☐ R-G ☐ R-LI-C ☐ I/C ☐ VLG Parcel Size: 16.05 acresName of Subdivision or
Site Plan: Hospice of the Panhandle, Inc.Physical Location of
Subdivision or Site: The north side of WV RTE 9 at the Jefferson County / Berkeley County lineName(s) of
Developer(s): Hospice of the Panhandle, Inc. Margaret Cogswell, CEOMailing Address of
Developer(s): 122 Waverly Court, Martinsburg, WV 25403Phone Number of
Developer(s): 304-264-0406 mcogswell@hospiceotp.orgName of Registered
Engineer(s) or
Surveyor(s): Robert T. Eckels, AIA
Merle Holsinger, PEMailing Address of
Engineer(s) or
Surveyor(s): 1927 Rock Cliff Drive
Martinsburg, WV 25401Phone Number of
Engineer(s) or
Surveyor(s): 304-267-7595 reckels@rtearchitect.com
717-762-3070 civilplan@aol.com

S10-05 (GP)

RECEIVED

JUN 11 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Hospice Project Description

This project will be the development of a 16.05 acre parcel located in Middleway Tax district, Jefferson County, West Virginia.

The project consists of the construction of a 14 bed (expandable to 21 beds) Inpatient respite care facility, and the construction of an office building (approx 25,000 sqft. expandable to 32,000 sqft). Each building is an independent structure and will be solely occupied by Hospice of the Panhandle, Inc.

The development of the site is included in the project. It includes site grading, access drives an parking, installation of water and sewer connections, landscaping, and stormwater management. The site development is designed to provide expansion of the building pad and adequate parking for the expansion of both facilities.

S10-Q5 (CP)

BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT

83 Monroe Street, PO Box 737

Martinsburg, WV 25402-0737

Phone: 304-267-3855

Fax: 304-267-3864

RECEIVED

JUN 11 2010

**JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING**

MEMORANDUM

TO: Robert T. Eckels, AIA
1927 Rock Cliff Drive
Martinsburg, WV 25401

FROM: Christine Thiel, PE
District Engineer



DATE: May 3, 2010

PROJECT: Hospice of the Panhandle

RE: Design Approval

BCPSD 1003

FILE:

I have reviewed your project drawings and have shown my comments on the enclosed marked-up sheets. Because the changes are minor, you do not need to resubmit hard copies for final review. I would like to add this project to the agenda for approval at the next Board meeting. Please make the necessary corrections and submit the mylars by noon on Monday, May 10.

This project will require a Health Department Permit. As part of that application, you must submit hydraulic computations for District review and approval. Attached is hydrant test data that you should use for your hydraulic modeling computations. The permit application should show the District as the applicant, and we will sign the completed application form.

I am enclosing our invoice for engineering review. Please forward this to your client.

If you have any questions, please call me.

Thank you.



BERKELEY COUNTY
PUBLIC SERVICE SEWER DISTRICT

P.O. BOX 944
Martinsburg, WV 25402
Phone: (304) 263-8566
Fax: (304) 267-7478



Board of Directors:

John C. Kunkle, *Chairman*
John E. Myers, *Secretary*
Ronald K. Collins, *Treasurer*

Curtis B. Keller
General Manager

RECEIVED

JUN 11 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

April 8, 2010

Hospice of the Panhandle, Inc.
122 Waverly Court
Martinsburg, WV 25403
Phone: 304-264-0406

Re: Intent to serve (1) 25,000 sq. ft. office building and (1) 21-bed inpatient facility

Dear Sir or Madam:

This letter is to provide notice of the Berkeley County Public Service Sewer District's intention to serve property located at **Arden 17 Parcel 18 and Middleway 1 parcel 1.2**. The District will provide sanitary sewer service to the project and enter into a COVA agreement with the developer for construction of the necessary improvements, which may include both on-site and off-site improvements along with an on-site grinder pump. Individual applications will need to be completed and payment of the District's Capacity Improvement Fee and/or tap fee will be required before construction of homes on the lots will be permitted.

Should you have any questions, please call.

Sincerely,

Curtis B. Keller
General Manager

cc: John Wood, Chief of Construction

Note: Requires off site line extension and state highway road bore at the developers cost.

510-05 (CP)

P. 001/001

FAX NO. 15042072552

DO NOT PRINT & LEAVE

DATE: 05/10/10

Jefferson County Public Service District

S10-05 (CP)

April 9, 2010

Curtis Keller, General Manager
Berkeley County Public Service Sewer District
PO Box 944
Martinsburg, WV 25402

Re: Hospice of the Panhandle, Inc. Facility
Request for Release of Service Area

RECEIVED

JUN 11 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Dear Mr. Keller:

At the regular monthly meeting on April 6, 2010, the Jefferson County Public Service District Board members voted unanimously to release the parcel in the Jefferson County service territory to the Berkeley County Public Service Sewer District to provide sewer service to the facility. On behalf of the Board members and myself, I would like to thank you for your consideration of Jefferson County Public Service District's service area obligations. We also appreciate your willingness to provide service in areas where we currently do not have the necessary infrastructure.

Should you need any additional information, please don't hesitate to contact me.

Sincerely,



Susanne Lawton
General Manager

/ cc: Robert T. Eckels, Architect



S10-05(CCP)

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Five

Joe Manchin III
Governor

P. O. Box 99 • Burlington, West Virginia 26710-0099 • (304) 289-3521

April 5, 2010

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JUN 11 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Robert T. Eckels, AIA Architect
599 Rock Cliff Drive
Martinsburg, WV 25401

Dear Mr. Eckels:

Hospice Access Road
Berkeley County

The revised drawing dated 4-3-2010 for the subject permit on WV 9 has been reviewed in this office and upon receipt of the requested \$25,000 performance bond, a permit will be issued. However, the bond must be received within ninety (90) days of the date of this letter, or a new submittal may be required.

If you have questions concerning this information, contact me at this office. My telephone number is 304-289-2286 and my e-mail address is rick.j.shobe@wv.gov.

Sincerely,

Rick Shobe
Permit Supervisor

FJS/t

cc: Larry Alt
File

Amy Puetz

S10-05

From: Jennifer Brockman [jbrockman@jeffersoncountywv.org]
Sent: Thursday, July 22, 2010 9:20 AM
To: 'Seth Rivard'; 'Steve Barney'; 'Jonathan Saunders'; 'Amy Puetz'; 'Jennilee Hartman'; 'Engineering Department'
Subject: FW: Hospice of the Panhandle

FYI -- please print for the concept plan file.

Jennie Brockman, Director
Jefferson County Department of Planning and Zoning
Office (304) 728-3228

From: John Allen Jr. [mailto:johnallenjr@earthlink.net]
Sent: Thursday, July 22, 2010 8:55 AM
To: Paul Raco; jbrockman@jeffersoncountywv.org; Robert T Eckels
Subject: Hospice of the Panhandle

To all concerned,

The Jefferson County Historic Landmarks Commission has reviewed the proposed Hospice of the Panhandle project on the Jefferson and Berkeley County line. The commission has no issue with the design or location of the buildings, or with the site itself. We do not believe that the project will have an adverse affect on any historic resource in Jefferson County.

Thank you for the opportunity to comment.

- John Allen
chairman, JCHLC

MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: File

FROM: Roger Goodwin
Chief County Engineer

DATE: August 6, 2010

SUBJECT: Chapel View Subdivision, Section 2 (JCPC File No. 03-11)
Lots 1 through 64 (64 lots)
Completion of Site Improvements

Developer: Orchard Knolls, LLC
Brian Burke, Sr.
50 Catoctin Circle
Leesburg, VA 20175; or
625-K East Market Street 335
Leesburg, VA 20176

Surety: Summit Community Bank – Irrevocable Letter of Credit #355098
Remaining Bond/Surety Amount: \$225,638.05
Expiration Date: January 15, 2011

Contact: Summit Community Bank
204 Catoctin Circle, SE
Leesburg, VA 20175

Attn: Pat Frye, Chief Credit Officer
304-530-0634, ext. 1234

Original Bond/Surety Amount: \$1,086,409.20

Chapel View Subdivision HOA: Jennifer Syron, Contact Person
279 Summer Grove Drive
Kearneysville, WV 25430

304-724-1201
jennifersyron@frontier.net

Barbara Fuller
393 Rustling Leaf Place
Kearneysville, WV 25430

304-724-8744 (Home)
719-314-8497 (Cell)
dbfuller@frontier.net

Engineering Firm: W.H. Gordon & Associates, Inc.
301 North Mildred Street, Suite 1
Charles Town, WV 25414
304-725-8456
Engineer of Record: Robert Woodruff, P.E.
Surveyor of Record: Kevin Nelson, P.S.

The Chapel View Subdivision is divided into two sections by the Berkeley/Jefferson county line, with Section 1 located in Berkeley County and Section 2 located in Jefferson County. Section 2 consists of 64 lots.

The Jefferson County Land Development inspector contacted the developer (Orchard Knolls, LLC) numerous times during the past two years to inform him of what needs to be done to complete the site improvements. Despite assurances by the developer, there is no evidence that the developer has completed any more site improvements in the past year, or intends to do so. In addition, a letter dated July 1, 2010 from the Chapel View Homeowners to the Jefferson County Planning Commission, states that they "do not believe that the developer is acting in good faith;" and that they have made repeated attempts to communicate with the developer, Orchard Knolls, to no avail. They also request that the bond proceeds be used to complete the remaining items and any other required work and repairs.

Based on information in the project file and observations made during recent site visits, the following is the status of completion of site improvements and work that remains to be completed:

1. Storm Sewer System:

As-built plans (dated October 14, 2005) and certification letter (dated December 15, 2005) by W.H. Gordon & Associates (signed and sealed by Kevin Nelson, P.S. on 12/23/05), both received by our office on 12/23/05. Storm sewer system was also field located and compared to the construction plans by county engineer's staff on July 23, 2010. Storm sewer system appears to be complete.

2. Road Culverts & Drainage Swales:

As-built plans (dated October 14, 2005) and certification letter (dated December 15, 2005) by W.H. Gordon & Associates (signed and sealed by Kevin Nelson, P.S. on 12/23/05), both received by our office on 12/23/05. Road culverts were also field located and compared to the construction plans by county engineer's staff on July 23, 2010. Road culverts & drainage swales appear to be complete.

3. Water System:

Certificates of Substantial Completion received from Berkeley County PSD, (dated August 5 and September 2, 2005) stating that the BCPD "has inspected the work performed by the Developer.... and finds that the water system installed by the Developer is substantially complete and ready for use by the District." Water system appears to be complete.

4. Sanitary Sewer System:

Letter from Berkeley County PSSD received (dated November 16, 2005) stating "The Berkeley County Public Service Sewer District has inspected and tested the sanitary sewer lines for the above referenced subdivision and has found them acceptable." Sanitary sewer system appears to be complete.

5. Traffic Signs:

"Stop" signs (2) remain to be installed where shown on plan sheets 9 & 11, at:

Intersection of Amber Ridge and Glory Ridge; and

Intersection of Inspiration Way and Summer Grove Drive.

6. Hiking Trail:

Hiking trail (approximately 3,750 l.f.) remains to be completed. Approximately 750 l.f. of hiking path is split by the Berkeley County/Jefferson County line. The location is shown on plan sheets 5 & 6 of the Preliminary Plat and the pavement section detail is shown on sheet 2. The plans show a 6' wide path with a pavement section of 1-1/2" asphalt wearing course over a 4" stone base. The walking trail runs mostly in the common area except for 10' wide easements across the front of lots 38 & 39 and the back of lots 24 and 25. Some grading of the hiking trail appears to have been performed but placement of the stone base and asphalt surface course remains to be completed.

Drainage culverts may also need to be installed under the hiking path where shown on the plans, as follows:

15' of 15" cmp at Parcel D (SWM area)
15' of 15" cmp at Parcel C
55' of 15" cmp from Parcel C to Lot 38
15' of 15" cmp at Parcel A (play area near proposed pavilion)
15' of 15" cmp at Parcel

One hiking path culvert located in a roadway drainage swale is crushed and needs replaced.

Pedestrian cross-walks need to be painted at the following locations:

Summer Grove Drive	Sta	14+00
Inspiration Way	Sta	21+00
Inspiration Way	Sta	14+40
Rustling Leaf Place	Sta	21+15

7. Storm Water Management Basin:

The storm water management basin is currently constructed as a temporary sediment basin and the control structure installed (metal riser pipe with trash rack) is for temporary sediment and erosion control. The temporary sediment and erosion control basin needs to be converted to a permanent storm water management basin. As-built plans (dated October 14, 2005) and a certification letter (dated December 15, 2005) by W.H. Gordon & Associates (signed and sealed by Kevin Nelson, P.S.), both received by our office on 12/23/05, indicate that the temporary sediment and erosion control basin is currently constructed at 92% of design volume for the permanent storm water management basin. Kevin Nelson states that "the volume should increase once the temporary berm is removed and the weir wall is in place." The concrete weir wall control structure is shown on sheets 7, 17, 18 and 21 of the Preliminary Plans.

Jefferson County Engineering Department staff visited the site on August 4th to verify the status of the storm water management facility. It might be possible to convert the existing sediment basin control structure into a permanent storm water control structure instead of installing the concrete weir wall.

The storm sewer pipe (segment #1 to #2; see sheet 7) discharging into the upper end of the storm water management basin needs the sediment cleaned out of the discharge end and the disturbed rip-rap apron reconstructed in accordance with the construction plans.

May need as-built certification on storm water management basin demonstrating that it is properly constructed once work is complete.

All disturbed area then needs to be stabilized.

8. Streets:

The roadway plan and profiles are shown in the Preliminary Plans and the pavement section detail is shown on sheet 2 of the Preliminary Plans. A letter of certification is on file (dated December 15, 2005) by ECS Mid-Atlantic, LLC, (signed and sealed by Stewart B. Mayberry, P.E.), certifying that the roadway "construction was in conformance with the plans and specifications approved by Jefferson County for the preliminary plat." ECS Mid-Atlantic indicates in their letter that they proof-rolled the roadway subgrade, checked base stone depth, and proof-rolled the stone base prior to placing the asphalt pavement. The letter also states that "where discrepancies were observed, corrections or modifications were made and/or redesign accomplished and reviewed by the Civil Engineer, as necessary."

The county engineer's staff observed the following during the July 23rd site visit:

- a) There are numerous dips in the roadway pavement. The dips appear to be the result of settlement around the sanitary manholes and along water service laterals. The settlement appears to have occurred after placement of the asphalt pavement.
- b) There are also several locations where the roadway pavement was open cut approximately 6" wide for what appears to be a crossing for phone or cable t.v. wires. This work was done after placement of the asphalt pavement.

Under the bonding policy, the developer is responsible for making good on any work that fails prior to the final bond release. The method for repair of roadway issues remains to be determined.

9. Site Stabilization

All eroded areas need to be re-graded and stabilized with permanent seed and mulch in accordance with the construction plans.

10. Common Areas

Common areas need to be mowed prior to turning over to HOA.

Common areas (e.g., road right-of-way, swm area, hiking trail areas, etc.) may need to be deeded over to the HOA.

County Commission Action:

Recommended Motion:

Move to formally "call-in" the bond due to the developer being non-responsive in completing the site improvements required by the Preliminary Plat (construction plans); and that:

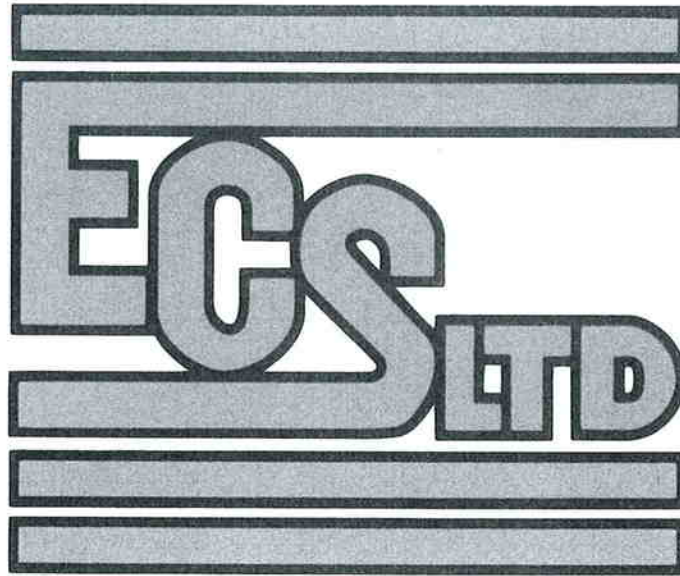
1. The Engineering Department Staff notify the surety provider in writing that the developer has been non-responsive and has forfeited the bond; and
2. The Engineering Department staff shall work with the surety provider and give the surety provider reasonable opportunity to complete site improvements in accordance with the Preliminary Plat; and
3. The Bonding Administrator shall pull the Letter-of-Credit (surety) before the January 15, 2011 expiration date if the surety provider fails to complete the site improvements within a reasonable amount of time or declines the opportunity to complete the improvements; and the Bonding Administrator shall place the funds in an escrow account at a local bank for use in completing the site improvements; and
4. The County Administrator and the County's civil attorney shall provide guidance to the staff on this matter.

1721-0202
STUDIES

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AUG 9 2010

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING



SUBSURFACE EXPLORATION AND GEOTECHNICAL ANALYSIS

CHAPEL VIEW
KEARNEYSVILLE, WEST VIRGINIA

FOR

ORCHARD KNOLLS, LLC

OCTOBER 24, 2002



ENGINEERING CONSULTING SERVICES, LTD.
Geotechnical • Construction Materials • Environmental

October 24, 2002

Mr. Brian C. Burke
Orchard Knolls, LLC
15B Catoctin Circle, SE
Suite 203
Leesburg, VA 20175

ECS Project No. 7923

Reference: Subsurface Exploration and Geotechnical Analysis
Chapel View, Kearneysville, West Virginia

Dear Mr. Burke:

As authorized by acceptance of our proposal No. 15472-GP, Engineering Consulting Services, Ltd. (ECS) has completed the subsurface exploration for the referenced site. This report provides preliminary geotechnical information and recommendations addressing the suitability of soil, rock and groundwater conditions for installation and support of proposed residential structures, roadways, and utilities.

To summarize, the site appears suitable for the proposed development of single family homes. There are, however, some geotechnical issues that must be considered for planning and budgeting. The primary concern is the characteristically shallow limestone rock surface on the eastern quarter of the property. This formation outcrops roughly below the El. 480 contour and soil depths appear to be uniformly shallow (typically less than five feet). Refusal depths in limestone generally represent the practical limits of conventional excavation. Therefore, deep utility installations and confined excavations could involve more costly rock excavation (i.e., drilling and blasting or hoe-ramming) to reach proposed inverts on utilities or road and building pad grades. A narrow bank of limestone also crosses the far western corner of the property next to Short Road. A depressional landform next to the road is believed to be a collapsed sinkhole. This feature is aligned with a prominent band of mapped sinkholes that extends southward onto the adjacent Jefferson Orchard property. Although no excavations were performed within the suspect sinkhole, additional percussion drilling is recommended to investigate the integrity of the limestone beneath the lots proposed for that area. No suspect sinkhole or solutional features were apparent on the eastern side of the property. Nevertheless, we recommend that storm water ponds and runoff pathways be carefully planned to avoid ponding or conveying water across this area so as to minimize the risk for future sinkhole development.

The balance and majority of the property is underlain by highly weathered shale. The residual soil profile over this rock is characterized by thin strata of silt to clayey silt that transitions rapidly to highly weathered and decomposed rock. Backhoe refusal depths over the shale were in the range of 7.5 to 13 feet. Heavier excavators working in trenches, or larger tractors equipped

166 Windy Hill Lane, Winchester, Virginia 22602 • (540) 667-3750 • FAX (540) 667-3730

Aberdeen, MD* • Atlanta, GA • Austin, TX • Baltimore, MD • Chantilly, VA • Charlotte, NC • Chicago, IL • Cornelia, GA* • Dallas, TX • Danville, VA* • Frederick, MD • Fredericksburg, VA
Greensboro, NC • Greenville, SC • Norfolk, VA • Research Triangle Park, NC • Richmond, VA • Roanoke, VA • San Antonio, TX • Williamsburg, VA • Wilmington, NC • Winchester, VA

*Testing Services Only

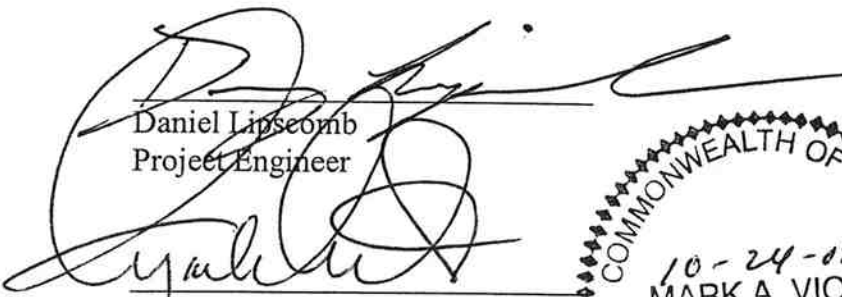
with ripping hooks can likely remove an additional 1-2 feet of rock below our refusal depths before blasting or hoe-ramming becomes necessary to maintain productivity. In general, the weathered shale and soil, if properly crushed and blended, is suitable for fill supporting roads and building pads. Some watering of these materials may, however, be necessary during the drier months to facilitate compaction.

Finally, regarding ground water, no extensive areas of perched water bearing zones or water table conditions were noted during excavation. However, given the extended drought this region has been under, these observations should be viewed with caution. Along the lower elevations of the property near drainage ways we would expect to find seasonal ground water conditions, and possibly springs, to develop during wetter periods. Most of the site, however, is characterized as well drained upland so this condition is not expected to pose a major impediment to planning or construction.

In closing, it has been a pleasure working with you on this project. If you have questions regarding this report, or if we can be of further assistance, please do not hesitate to contact us.

Respectfully,

ENGINEERING CONSULTING SERVICES, LTD.


Daniel Lipsecomb
Project Engineer


Mark A. Viola, P.E.
Principal Engineer



Cc: Bob Woodruff, P.E.
William H. Gordon Associates

PRELIMINARY REPORT

PROJECT

Subsurface Exploration and Geotechnical Analysis
Chapel View
Kearneysville, West Virginia

CLIENT

Orchard Knolls, LLC
15B Catoctin Circle, SE
Suite 203
Leesburg, VA 20175

PROJECT

No. 7923

DATE

October 24, 2002

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OVERVIEW

Project Description

The subject property is an approximate 57-acre agricultural tract locally known as "Chapel View". It is located east of Short Road near Kerneysville, West Virginia. (Figure 1). Further, Short Road serves as the primary access to the property.

The property is improved by a vacant home, a barn, seven small sheds and one open feed stall. No other structures, foundations or ruins were observed. The residence and barn appeared to be in good condition, while the sheds were aged but appeared stable.

The tract slopes gently to the east with total relief estimated to be on the order of 80 feet. Two small (less than ¼-acre each) spring-fed ponds are present; one is located in the northwestern portion of the property while the other is centrally located south of the barn. Narrow bands of wetland vegetation were observed just above each pond. No other springs, ponds, creeks, seeps or wetlands were apparent on the premises. There are two small dumps of burned brush and stumps located southeast of the house. No other waste burial sites or similar recent disturbances were observed while walking the land.

According to a site plan developed by William H. Gordon Associates (WHGA), the property will be developed for 105 single-family lots. At this time, we anticipate that the current residence, barn, and outbuildings will be demolished. The entire development will be supported by public utilities; no private well or septic systems are planned. As such, we expect that the existing well and drainfield serving the home will be abandoned.

Scope of Work

The conclusions and recommendations contained herein are based on our site reconnaissance; a review of soil surveys and geological references; and the excavation and observation of 24 test pits with visual classification of soil and rock materials recovered. In general, the excavations were performed in areas of maximum anticipated cut to provide as much information as possible for earthwork estimates.

The test pits were excavated by Stevens Drilling under the supervision of ECS, Ltd. Test pit locations were selected and marked in the field by using a preliminary topographic site plan compiled by WHGA. Because there is no control on the site, no final survey of the test pits was performed at this time; the locations referenced on the Test Pit Location Plan were approximated from the available topographic information.

EXPLORATION PROCEDURES

Subsurface Exploration Procedures

Twenty-four (24) test pits were excavated using a Case Model 580C "Extendahoe" with a maximum reach of about 15 feet. All test pits were excavated to refusal on dense rock or to the limits of the equipment reach. Observations of soil and rock characteristics are summarized on the logs included in the Appendix. All test pits were immediately backfilled, bucket tamped and tracked down to consolidate the backfill. Please be advised, however, that loose backfill at these locations may require some undercut and replacement or improvement prior to placement of subbase stone for pavement, footings or building slabs.

Laboratory Testing Program

An experienced geologist classified soil and rock materials in the field on the basis of texture and plasticity in accordance with the Unified Soil Classification System. All data obtained from the visual classifications are included on the respective logs in the Appendix. A brief explanation of the Unified System is included with this report. The geologist grouped the various soil types into the major zones or strata noted on the logs. Variations in the depth and type of soil and rock conditions between test pits should be expected. Selected samples were also tested in our laboratory for engineering properties to verify the accuracy of the field classifications.

No samples were submitted for California Bearing Ratio (CBR), Atterburg Limits or gradation (i.e., sieve) analysis. Normally, these tests are performed on the exposed completed subgrade of roadways to engineer suitable pavement sections. We strongly recommend that additional samples are collected and tested for these properties to design a suitable pavement section that will support the anticipated traffic loads. In addition, we recommend that standard "Proctor" tests be performed on representative soil materials so that the field inspector can adequately document fill placement and compaction during grading operations.

EXPLORATION RESULTS

Regional Geology and Hydrogeology

According to the *Geology of the Martinsburg Quadrangle, West Virginia* (West Virginia Geological and Economic Survey, 1964; Geologic Map GM-2), the property is underlain by two sedimentary formations. The central portion is mapped as a brown to black shale of the Martinsburg formation while the western and eastern portions are underlain by the Chambersburg Limestone. Exposures of limestone outcrop and ledges were observed along the lower elevations of the site at the eastern margin.

Within the area of the Chambersburg Limestone, depth to rock can be extremely variable due to the pinnacled nature of weathering that occurs. Ledges or vertical sills of resistant rock can be encountered at or near the surface with deep zones of residual soil between. Karst features such as sinkholes and collapsed solution cavities are also problematic to this geologic terrain. The occurrence of karst is directly linked to rock structure and lithology, overburden thickness and also to surface and subsurface hydrologic influences. Sinkholes are not always apparent at the ground surface. Frequently, they are collapsed and filled with soft sediment. There is a distinct band of mapped sinkhole features along Short Road following a northeast strike. The sinkholes are well delineated by topographic and soil maps of the area. Most of these sinkholes are concentrated to the south on the adjacent Jefferson Orchards property; however, there is one depressional landform located at the far western corner of the subject. This feature, measuring about 150 feet in length and 40 to 50 feet wide, appears to be a collapsed sinkhole; no open throats or subsurface cavities were observed. Based on our observations, it appears that the Chambersburg formation underlies approximately 30% of the property, mostly on the eastern side, and a small band of this formation crosses the westernmost corner also.

According to the *Soil Survey of Jefferson County, West Virginia* (USDA-SCS, 1973), residual soil over the shale is characterized widely by the Berks-Weikert association of shaly silt-loam. The major development limitation in these soil types is related to shallow bedrock, low moisture capacity and erosiveness. The near surface residuum can also be highly plastic. Soil over the limestone is mapped as the Hagerstown-Frederick rocky silt loam. Soil cover over this rock is typically thin but may exhibit deep highly plastic clay in some areas.

In this geologic terrain a shallow water table usually develops near the saprolite (i.e., weathered rock) and fresh bedrock contact at depths of approximately five feet. Groundwater tends to flow laterally along the soil/rock interface, generally mimicking topography. Impervious beds, highly permeable fracture zones and utility trenches can distort seepage patterns; consequently, only the lower limits of the saprolite remain saturated for extended periods. No water table conditions were observed during excavation of test pits. However, evidence of seasonal saturation (e.g., mottling and mineral concretions) was noted in the soil profile of low areas and drainage ways.

Soil Conditions and Test Pit Observations

Twenty-four (24) test pits were excavated to depths ranging from 2 to 14 feet. Again, all of the pits were excavated to the maximum depth of the equipment or bucket refusal, whichever occurred first.

Topsoil thickness over most of the site averages 6 to 9 inches. Greater topsoil thickness was measured in swales and lowland areas due to slope wash of organic matter. Based on our observations, an average stripping thickness of 9 inches should be assumed across the site. Deeper areas of soft compressible topsoil and organic colluvium may require selective undercutting, depending on final grades. However, we anticipate that these materials may be blended with controlled fill or respread in non-structural green areas as long as the blended organic content of engineered fills is less than 3% and the fill is free of root material greater than 1/2-inch diameter.

As noted, the majority of the property is underlain primarily by the Martinsburg shale and its residual weathered soil profile. The easternmost portion of the site, and a small area at the western corner, are underlain by the Chambersburg limestone. For reference, we have mapped the estimated outcrop extent of these two formations.

Depth to rock is characteristically shallower over the limestone (1.5 to 6 feet). In fact, there were numerous outcrops observed along lower elevations at the eastern margin of the property. In some instances the refusal was presented by a ledge of limestone exposed in only a portion of the pit. Therefore, the excavation was offset to further verify depth to rock. Residual soil over the limestone is typically characterized by dark red clay with abundant rock fragments.

No voids, cavities or sinkholes were observed in limestone exposed in the pits. However, a suspect depression was observed in the western corner next to Short Road. The likelihood of a sinkhole being present there is high due to its alignment with respect to mapped sinkholes on the adjoining Jefferson Orchard to the south. Other areas of "suspect" surficial depressions, especially in low areas southeast of the residence, were explored with test pits to verify whether sinkholes were present. These efforts did not result in the discovery of obvious soil or rock voids. Nevertheless, the possibility does exist for sinkholes to be present; therefore, rock drilling may be warranted to further investigate the integrity of the limestone prior to construction in these areas.

The central portion of the property is underlain by decomposed and weathered shale. Most of the test pits in this area were terminated in dense, moderately weathered shale at depths of 7.5 to 13 feet. The bedding of the rock follows a northeast strike with dip angles ranging from 30 to 80 degrees to the southeast. The soil profile typically consists of a thin layer of low plasticity silt (ML) mixed with abundant fragments of moderate to highly weathered and broken shale (GM). In many areas broken shale with only limited soil fines was encountered directly below the topsoil and rootmat. The stockpiled soil from most of the excavations contained predominantly shale with an estimated 20% or less of soil fines. Rock particle size in the stockpiles was in the

range of 4 to 10 inches due to breakage from the excavator. In general, the upper 3 to 5 feet of overburden offered moderate excavation resistance; the rock was noted to be easily crushed by excavation. Loose zones were observed in the excavation of TP-1. The remaining test pit excavations were dense and no side wall collapse was observed. The transition from residual soil or broken shale to dense rock was gradual in all the excavations.

The soil was generally moist to wet at depths greater than three feet. Optimum moisture content for these types of soil can be expected to be in the range of about 15% to 18%. Due to the high volume of coarse rock over the shale, these materials will be susceptible to rapid drying and dessication in the drier months. Conversely, because they are well-drained internally, they will become rapidly saturated during wetter periods. As a result, moisture control will be a critical component in working with these materials through the seasons.

Groundwater Conditions

Observations for perched groundwater (i.e., resting on top of rock) or shallow water table conditions were made during excavation. Visual observation of soil samples can also be used to evaluate seasonal groundwater conditions. Soils that are periodically saturated will appear with gray muted colors (gleyed) or mottling due to changes in the oxidation state of iron, manganese and other trace minerals.

Usually, rainfall will infiltrate the overburden until it reaches competent rock whereupon it begins to flow along the top of rock downhill with the water table, occasionally surfacing as wet springs and intermittent streams. Typically, a persistent water table occurs only in low-lying areas and adjacent to creeks; otherwise, it is related to rainfall and thus only transient in occurrence.

Groundwater seepage was observed entering test pit TP-1. Water began to flow into the pit at a depth of seven feet. No groundwater was observed in the remainder of the test pits. However, excavations performed during or shortly after precipitation could encounter water flowing on top of the rock. Groundwater flow can usually be controlled through trenching operations. Trenching should be aggressively undertaken to actively intercept water flowing upgradient of the work area. The flow can usually be channeled down an existing drainage swale or around the excavation to minimize groundwater problems.

The highest groundwater levels are normally encountered in late winter and early spring; however, given the extended period of drought preceding our work we expect that moisture conditions and perched water levels were unusually low for this time of year. Variations in depth to the perched water table may occur as a result of changes in precipitation, evaporation, runoff and other factors not immediately apparent at the time of this exploration. Therefore, we strongly urge that grading be undertaken to coincide with better weather periods. Otherwise, fill operations may be slowed by moisture control measures (i.e., wetting or drying).

ANALYSIS AND RECOMMENDATIONS

The following recommendations are based on visual and laboratory analysis of soil and rock exposed in test pits. To summarize, most of the site is underlain by deeply weathered shale. The weathered residuum over this parent rock typically consists of a thin veneer of silt transitioning rapidly to highly weathered and broken shale. These materials are generally a good source of fill and suitable for foundation support; however, they are sensitive to moisture change. Therefore, special precautions should be taken when placing these materials in controlled structural fill intended to support pavement or foundation systems. In general, depth to rock is not expected to be problematic to most site development. Rock depths on the eastern margin over the limestone are in the range of 1.5 to 6 feet. We expect that most of this area will receive fill for construction. Therefore, the primary limitation posed by shallow rock would be to deeply buried utilities.

The following sections provide a more detailed discussion of issues related to rock excavation, fill placement, subgrade preparation and other construction considerations. At a minimum, we recommend that additional samples of proposed fill material from onsite or offsite borrow sources be collected prior to construction so that moisture-density relationship (i.e., "Proctor") tests can be performed. This data can then be used to assist inspectors in quality control monitoring of compaction requirements during subsequent fill placement and subgrade preparation activities.

Subgrade Preparation and Earthwork Operations

Subgrade preparation should consist of stripping all vegetation, root mat, topsoil, and any other soft or unsuitable material from building and pavement areas. We recommend the earthwork clearing be extended a minimum of 10 feet beyond the building and pavement limits, and an additional foot laterally for each foot of fill required. After stripping to the desired grade, and prior to fill placement, the stripped surface should be observed by an experienced Geotechnical Engineer or authorized representative. Proof rolling using a loaded dump truck, having an axle weight of at least 10 tons, should be used to identify localized soft or unsuitable material. Any soft or unsuitable materials noted should be removed and replaced with an approved backfill compacted to the criteria provided below.

Any soil placed as engineered fill should be an approved material, free of organic matter or debris, non-frost susceptible, and non-swell prone. Unacceptable fill materials include topsoil, organic materials (OH, OL), construction debris, large rock and high plasticity swell prone silt or clay. The shrink swell potential of soil shall be assessed through a combination of Atterberg Limits, Gradation Analysis and/or swell tests in the laboratory. All such materials removed during grading operations should be either stockpiled for later use in landscaped areas or placed into approved disposal areas either on site or off site.

Fill should be placed in lifts not exceeding 10 inches in loose thickness when compacted with heavy vibratory compaction equipment, and moisture conditioned to within $\pm 3\%$ of the optimum

moisture content. We recommend that each lift be compacted to a minimum of 95% of the maximum dry density obtained in accordance with ASTM D-698, Standard Proctor Method.

Fill materials shall not be placed on frozen soils. All frozen soils should be removed prior to continuation of fill operations. Likewise, borrow shall not contain frozen materials at the time of placement. All frost-heaved soils should be removed prior to placement of fill, stone, concrete or asphalt.

All fill operations and subgrade preparation should be observed on a full-time basis by an authorized representative of the Geotechnical Engineer to determine that compaction requirements are being met. The limits of proposed building and pavement areas should be field staked prior to fill placement. Grade control should be maintained throughout earthwork operations. A minimum of one compaction test per 2,500 square feet should be performed for each lift placed to verify field observations. Compaction tests shall be conducted utilizing a properly calibrated nuclear moisture-density gauge or sand cone apparatus. The elevation and location of field tests should be clearly recorded.

Theoretically, any equipment type can be used for compaction as long as the required density is achieved. However, granular soils achieve best compaction with a smooth drum vibratory roller or rubber-tired compactor. Cohesive soils should be compacted with a wedgefoot roller. Fill containing an abundance of rock should be compacted utilizing a vibratory sheepsfoot roller or Caterpillar Series 815. All areas receiving fill should be graded to facilitate positive drainage and prevent ponding of water.

Rock Fill

Depending upon the extent of grading, large volumes of rock may be generated in deeper cut areas and utility excavations. Larger fragments should be sufficiently crushed for use in engineered fill and the use of this material should be carefully controlled to prevent settlement or consolidation of fill below roadways and structures. Selection of proper equipment and aggressive working of these materials will be necessary to crush the rock down sufficiently and generate adequate fines to fill voids. In this regard, loose lift thickness in controlled fills should be maintained at 8 inches or less to ensure adequate crushing and blending of the rock with soil and rock fines. Maximum rock particle size should be less than 6 inches within the upper 5 feet of fill beneath structures and the upper 2 feet below pavement. The fill sample should have a minimum of 20% passing the #200 sieve and 50% passing the #40 sieve. The maximum rock particle size in deeper fill should be maintained at 12 inches or less. Normally, a vibratory sheepsfoot roller with a minimum dynamic force of 15 to 25 tons is required to accomplish this degree of crushing. In some cases large boulders may be reduced to acceptable particle sizes utilizing a hoe-ram. Blasting patterns in more competent rock can also be set to sufficiently break the rock so that it can be directly incorporated into the fill mass.

We expect that periodic wetting of the fill will also be necessary to bring it to an acceptable moisture level to achieve maximum density. Careful monitoring of this process of crushing,

watering and blending is necessary to ensure a uniformly compacted fill mass. Therefore, full time observation and testing by a qualified representative of the Geotechnical Engineer is recommended during all controlled fill operations. In some cases, as determined by the Geotechnical Engineer, visual observation of rock fill placement and compaction may be substituted for actual field density testing. Otherwise, moisture Density relationships should be obtained by performing a minimum of three cycles to model compaction of the shale, each cycle demonstrating increasing mechanical breakdown of the rock. The Geotechnical Engineer should select the most appropriate "Proctor curve" for earthwork compaction.

Blasting Operations

Grading and utility installation may involve rock excavation. It is unlikely that the limestone could be efficiently excavated below our refusal depths. Therefore, blasting for installation of utilities or mass excavation should be expected. Of paramount concern, and a problem of significant potential cost, is that of "overshooting" the rock. Overshooting is more problematic in laminated materials, such as shale, where seismic forces generated by blasting are transmitted downward and outward beyond the shot point. Massive formations, such as limestone, typically adsorb most of the shot force resulting in only localized breakage. However, soil loss into the voids created by blasting can lead to future settlement, especially when earthen fill is placed over shot rock. Over-blasting of limestone can also open up springs and other channels in the rock leading to accelerated corrosion and solutioning. Therefore, charge patterns and depths should be carefully selected. If overblasting occurs, the disturbed materials may require removal and replacement, depending on the location relative to structures. The Geotechnical Engineer should meet with the grading contractor and blasting crews to review shot patterns and blasting procedures to minimize difficulties associated with overblasting, if necessary.

Foundations

Subsurface conditions at the site are judged suitable for supporting single-family homes and other similar lightly loaded structures on shallow foundation systems consisting of isolated and/or continuous footings. Footings will likely bear on residual soil or dense shale and limestone. For planning, a net allowable soil bearing pressure of 2,500 psf should be used for the foundation design. The net allowable soil bearing pressure refers to that pressure which may be transmitted to the foundation bearing soil in excess of the final minimum surrounding overburden pressure. Footings resting in engineered fill may also be designed for a bearing pressure of 2,500 psf, provided that the material is placed in accordance with the recommendations provided in the section entitled "*Subgrade Preparation and Earthwork Operations*". The bearing capacity at the footing elevation should be verified and documented by the Geotechnical Engineer to ensure that it is adequate for the design loads. Any soil or rock voids exposed during foundation excavation should be brought to the immediate attention of the Geotechnical Engineer so that appropriate corrective measures can be taken.

Settlement of individual footings, designed in accordance with these recommendations, are expected to be small and within tolerable limits. Total settlement of approximately one inch and

differential settlement of ½ inch between adjacent columns. Differential settlements along continuous wall footings are not expected to exceed an angular distortion of 0.002 inch/inch. These settlement estimates are based on our engineering experience and are provided to guide the structural engineer in the design.

In order to prevent disproportionately small footing sizes, we recommend that continuous footings have a minimum width of 1.5 feet and that isolated column footings have a minimum lateral dimension 2.5 feet. The minimum dimensions recommended above help reduce the possibility of foundation bearing failure and excessive settlement due to local shear or "punching" action. In addition, footings should be placed at a depth to provide adequate frost cover protection. Therefore, we recommend that footings in heated areas be placed at a minimum depth of 2 feet below the finished grade, and perimeter footings, subject to climatic variation, be located at a minimum depth of 2.5 feet below finished grade.

Exposure to the environment may weaken the soil at the footing bearing level if the foundation excavations remain open for too long. Therefore, foundation concrete should be placed the same day that excavations are opened. Bearing soils softened by rainfall should be removed immediately prior to placement of concrete. If the excavation must remain open overnight, or if rainfall becomes imminent while the bearing soils are exposed, we recommend that a 1- to 3-inch thick "mud mat" of "lean" concrete be placed on the bearing soils before the placement of reinforcing steel. An authorized representative of the Geotechnical Engineer should observe footing installation.

Slab-On-Grade

The natural soils at the site appear suitable for support of ground supported slabs. Subgrade soil should be observed prior to placement of stone for slab-on-grade construction. Any soft soils identified should be removed and replaced with suitable granular materials. The floor slab and subbase material should also be placed over subgrade soils that satisfy the requirements of the ***"Special Considerations-High Plasticity Soil"*** section below.

We recommend that the floor slab be isolated from the foundation footings so that differential settlement of the structure will not induce stresses on the floor. Also, in order to minimize the width of any shrinkage cracks that may develop on the surface, we recommend that mesh reinforcement be included in the design. The mesh should be placed in the top half of the slab to be effective. Special attention should be given to surface curing of the slab in order to minimize uneven drying and associated cracking.

We also recommend that the slab-on-grade be underlain by a minimum of 4 inches of ASTM No. 57 stone. This granular layer will facilitate fine grading of the subgrade and minimize the intrusion of water through the slab. Prior to placing the granular material, the subgrade should be properly compacted, proofrolled, and free of standing water, mud and frozen soil. Before placement of concrete, a 6-mil vapor barrier of polyethylene sheeting should be placed on top of the stone to provide additional moisture protection. If floor loads in excess of 500 psf are

expected, we recommend that the granular material beneath the floor be increased to a minimum thickness of 6 inches, with additional reinforcing as determined by the structural engineer.

Final site grading should provide for positive slope (minimum 5%) to shed water away from building and paved areas. If positive surface slope cannot be maintained around buildings, then a 4-inch diameter slotted PVC perimeter drain should be installed on top of the footings outside the building. The drain should slope to a suitable outlet or sump.

Flexible Pavement

For the design and construction of flexible pavement, we recommend that topsoil and any other soft or unsuitable materials be removed from the paved area. The stripped surface should be proof-rolled and carefully observed during construction to identify localized soft or unsuitable material to be undercut.

An important consideration with the design and construction of pavements is surface and subsurface drainage. Where standing water develops, either on the pavement surface or within the base course layer, softening of the subgrade and other problems related to deterioration of the pavement can be expected. Furthermore, good drainage should minimize the possibility of the subgrade materials becoming saturated over time.

As noted, no samples were collected for CBR analysis. However, based on an average anticipated CBR value of 3 to 5 we are providing the following preliminary section:

Material	Thickness (in.)
Surface Asphalt (SM-5)	1 ½
Base Asphalt (B-3)	2 ½
21-A Aggregate	6

Please be advised that the non-durable shale materials exposed during grading may yield erroneously higher CBR values due to the volume of rock. However, as noted, these materials are susceptible to rapid weathering that will effectively reduce their strength characteristics. Therefore, it is important that pavement designs be based on subgrade soils that have been exposed and sufficiently weathered to produce representative CBR values. Any roadways constructed for public use or to be dedicated to the State for repair and maintenance must be designed in accordance with applicable specifications. Final pavement design should be based on CBR results and traffic frequency information. We would be pleased to be of further assistance to you in this process.

Special Considerations - High Plasticity Soil

As noted, much of the property is underlain by limestone and its residual weathering products. These moderate to high plasticity silts and clays will become weak and unstable when saturated, especially in a disturbed condition (i.e., in fills or traffic areas). If the clay is excavated and reused as fill, these materials can often be difficult to work with when moisture contents are high. Extended drying periods are required to reduce the moisture to a level suitable for placement as fill. Therefore, higher earthwork costs should be anticipated when dealing with these materials during wetter months.

Within building areas we recommend that high plasticity, swell prone clay not be utilized as engineered fill. For instance, if clay soils with plasticity indices in excess of 25 are encountered during foundation excavation, the swell potential of the soils shall be verified either through performing swell tests in a CBR mold or performing a swell pressure analysis utilizing another suitable method. Soil exhibiting swell greater than 3% by volume or swell pressures greater than 500 psf shall be undercut so that the footings extend to a minimum of at least 4 feet below top of slab or finished exterior grade. If the bottom of the swell prone clay is shallower than 4 feet, then the foundations need only be extended to the depth required to completely step through the material. The purpose of embedment is to ensure that the footings are placed below the seasonal moisture change elevation. Where seasonal moisture change can be minimized, volumetric changes (e.g., shrinkage and swelling) in the soil will be impeded. At the embedment depth, the footings may be designed with the necessary width and utilizing the recommended bearing pressure.

Swell prone at the slab subgrade should be undercut a minimum of 2 feet and replaced with non-expansive structural fill. Again, the purpose of the undercut is to minimize moisture variations and the resulting potential for volumetric change. Further, the non-expansive fill replaced in the undercut provides additional confining pressure to resist swell of the underlying soil.

Beneath pavements, high plasticity swell prone clay should not be used within 2 feet of the finished subgrade elevation. The final 2 feet of fill should be select material, meeting the criteria previously defined for engineered fill. The major limitation to the use of these materials is that they are extremely moisture and disturbance sensitive. Even when compacted, they will rapidly destabilize when saturated and subjected to construction traffic.

Special Considerations - Karst Terrain

As previously discussed, the project site lies within a potential karst area underlain by carbonate rocks of the Chambersburg formation. In some areas the limestone is susceptible to preferential solutioning and development of voids. A suspect depressional landform, believed to be a collapsed sinkhole, was observed on the western side of the property in a wooded area next to Short Road. The lower elevations of the property along the eastern margin are also underlain by shallow limestone. Although no suspect landforms were apparent in this area, there are intersecting drainage ways where water concentrates thus increasing the possibility of solutioning and sinkhole development.

To further assess the extent and magnitude of sinkholes and subsurface cavities, we recommend percussion rock drilling in areas where structural foundations are to be sited for homes or other buildings. Voids discovered during this process can be cleaned out and restored with an inverted filter consisting of progressively finer lifts of aggregate to choke off the throat or seepage zone. Where possible, planners should avoid placing structures, other than roadways, directly over voids. Under no circumstances should storm water ponds or other surface drainage features be allowed to drain into or across these areas; otherwise, corrosion of the limestone and the potential for subsurface cavity development will increase and could jeopardize the integrity of foundations. We also recommend that the following preventative measures be followed to minimize and/or eliminate the potential inducement of a sinkhole feature in proposed building and paved areas.

1. All earthwork operations should be graded to drain away from the building area at all times. Upon completion of daily earthwork operations, the ground surface should be sealed by thorough rolling to minimize infiltration of precipitation and facilitate runoff.
2. All sediment control management facilities should be located outside of planned construction areas. Inlets associated with storm drain systems should not be utilized as temporary sediment control devices during construction.
3. During construction, care should be taken to minimize and/or eliminate the ponding of surface water in and/or adjacent to the building or pavement areas. The foundations should be excavated and poured the same day, if possible, or the founding soils must be provided with a mud mat.
4. Visual observations during all earthwork operations should be carried out in order to detect any previous unexposed or recently created collapse features. Any such feature should be called to the geotechnical engineer's attention for remedial improvement.

In general, the potential for ground subsidence at this site is considered to be low, but will be dependent upon the nature and extent of earthwork operations. Areas identified to be suspect during the initial earthwork phase should be further explored during construction to determine the extent, both vertically and horizontally, of possible solution activity. We recommend that all available geotechnical data be made available to the inspecting engineer or geologist during earthwork operations.

Closing

This report has been prepared for the civil engineer to guide final design of the Chapel View project near Kearneysville, West Virginia. Once final plans are available, ECS, Ltd. should be retained to review the plans to determine what further investigation or analysis of soil or rock conditions is warranted. We strongly recommend that earthwork and foundation construction activities be monitored by qualified personnel from a geotechnical engineering firm to provide the necessary overview and to check the suitability of the subgrade soil and rock for supporting foundations and slabs.

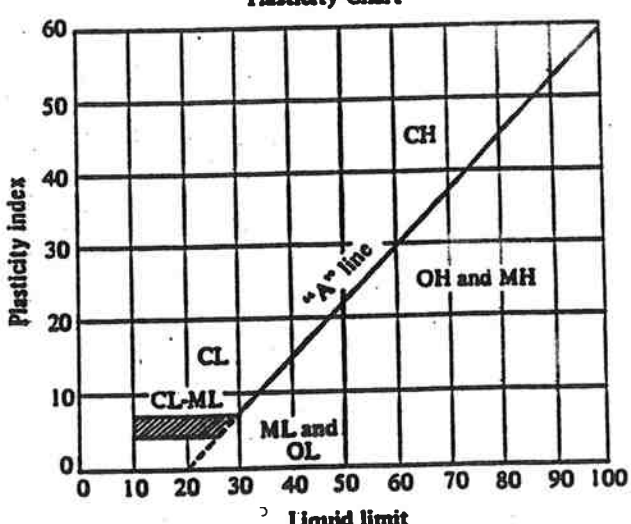
APPENDIX

Unified Soil Classification System

Test Pit Logs

Test Pit Location Diagram

Unified Soil Unified Classification System (ASTM D-2487)

Major Divisions			Group Symbols	Typical Names	Laboratory Classification Criteria			
Coarse-grained soils (More than half of material is larger than No. 200 sieve size)	Gravels (More than half of coarse fraction is larger than No. 4 sieve size)	Clean gravels (Little or no fines)	GW	Well-graded gravels, gravel-sand mixtures, little or no fines	Determine percentages of sand and gravel from grain-size curve. Depending on percentage of fines (fraction smaller than No. 200 sieve size), coarse-grained soils are classified as follows: Less than 5 per cent More than 12 per cent 5 to 12 per cent	$C_u = \frac{D_{60}}{D_{10}}$ greater than 4; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ between 1 and 3		
			GP	Poorly graded gravels, gravel-sand mixtures, little or no fines			Not meeting all gradation requirements for GW	
		Gravels with fines (Appreciable amount of fines)	GM ^a	d s		Silty gravels, gravel-sand-silt mixtures		Atterberg limits below "A" line or P.I. less than 4
			GC	Clayey gravels, gravel-sand-clay mixtures		Atterberg limits below "A" line with P.I. greater than 7		
	Sands (More than half of coarse fraction is smaller than No. 4 sieve size)	Clean sands (Little or no fines)	SW	Well-graded sands, gravelly sands, little or no fines		$C_u = \frac{D_{60}}{D_{10}}$ greater than 6; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ between 1 and 3		
			SP	Poorly graded sands, gravelly sands, little or no fines			Not meeting all gradation requirements for SW	
		Sands with fines (Appreciable amount of fines)	SM ^a	d s		Silty sands, sand-silt mixtures		Atterberg limits above "A" line or P.I. less than 4
			SC	Clayey sands, sand-clay mixtures		Atterberg limits above "A" line with P.I. greater than 7		
			Fine-grained soils (More than half material is smaller than No. 200 sieve)	Silts and clays (Liquid limit less than 50)		ML	Inorganic silts and very fine sands, rock flour, silty or clayey fine sands, or clayey silts with slight plasticity	Plasticity Chart 
						CL	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays	
OL	Organic silts and organic silty clays of low plasticity							
Silts and clays (Liquid limit greater than 50)	MH	Inorganic silts, micaceous or diatomaceous fine sandy or silty soils, elastic silts						
	CH	Inorganic clays of high plasticity, fat clays						
	OH	Organic clays of medium to high plasticity, organic silts						
Highly organic soils	Pt	Peat and other highly organic soils						

^aDivision of GM and SM groups into subdivisions of d and u are for roads and airfields only. Subdivision is based on Atterberg limits; suffix d used when L.L. is 28 or less and the P.I. is 6 or less; the suffix u used when L.L. is greater than 28.

^bBorderline classifications, used for soils possessing characteristics of two groups, are designated by combinations of group symbols. For example GW-GC, well-graded gravel-sand mixture with clay binder.



PROJECT NAME:

Chapel View

TEST PIT #:

TP-1

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.
METHOD

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Wet

SILT and Decomposed SHALE, Yellowish Brown,
Moist

Decomposed SHALE, Brown to Gray, Moist

E

Weathered SHALE, Brown to Gray, Moist

M

BUCKET REFUSAL @ 11.5'

REMARKS:

Perched Water @ 7.5'

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-2

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist

SILT with Decomposed SHALE, Gray and
Orangish Brown, Moist

Decomposed SHALE, Gray to Brown, Moist

Weathered SHALE, Gray to Brown, Moist

BUCKET REFUSAL @ 7.5'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-3

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.
METHOD

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist

Decomposed SHALE with Clay Seams, Gray and
Reddish Brown

E

Decomposed SHALE, Gray to Brown

M

END OF TEST PIT @ 13.0'

REMARKS:

Rock Still Weathered @ 13'-No Refusal

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME: Chapel View		TEST PIT #: TP-4				
CLIENT: Orchard Knolls, LLC		JOB #: 7923				
LOCATION: Kearneysville, WV		ARCH./ENG: William H. Gordon Associates				
DEPTH (FT.)	ELEV. (FT.)	EXCAV.	DCP	QP	SAMPLE NO.	MOIST. CONT.
DESCRIPTION OF MATERIAL						
0						
2		M				
4		D				
6						
8						
10						
14						
18						
22						
REMARKS:						
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL						
EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT						
CONTRACTOR: SDI		OPERATOR: Bob Stevens		ECS ENG'R: DHL		
MAKE: Case		MODEL: 580C		DATE: 9/27/2002		
REACH: 15'		CAPACITY: N/A		UNITS: English		

CLO (10-03-02)



PROJECT NAME:

Chapel View

TEST PIT #:

TP-5

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Burnt Organic Material, (FILL)

Silty CLAY to Clayey SILT with Decomposed
Rock

E

E

END OF TEST PIT @ 12.0'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-6

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Burnt Organic Material, (FILL)

E

CLAY, Trace Weathered Rock, Reddish Brown

M

END OF TEST PIT @ 13.5'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-7

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.
METHOD

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist

SILT and Decomposed SHALE, Yellowish Brown,
Moist

Decomposed SHALE, Gray to Brown, Moist

Weathered SHALE, Gray to Brown, Moist

BUCKET REFUSAL @ 11.0'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:
SDIOPERATOR:
Bob StevensECS ENG'R:
DHLMAKE:
CaseMODEL:
580CDATE:
9/30/2002REACH:
15'CAPACITY:
N/AUNITS:
English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-8

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.
METHOD

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

0

Topsoil

2

SILT with Decomposed SHALE, Gray and
Orangish Brown, Moist

4

Decomposed SHALE, Gray to Brown, Moist

6

8

Weathered SHALE, Gray to Brown, Moist

10

BUCKET REFUSAL @ 10.5'

14

18

22

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/30/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English

CLO (10-03-02) CLO (10-09-02) CLO (10-09-02) CLO (10-09-02)



PROJECT NAME: Chapel View		TEST PIT #: TP-9	
CLIENT: Orchard Knolls, LLC	JOB #: 7923	SURFACE ELEVATION:	

DEPTH (FT.)	ELEV. (FT.)	LOCATION: Kearneysville, WV	ARCH./ENG: William H. Gordon Associates	EXCAV. DCP	QP	SAMPLE NO.	MOIST. CONT.

DEPTH (FT.)	ELEV. (FT.)	DESCRIPTION OF MATERIAL	EXCAV.	DCP	QP	SAMPLE NO.	MOIST. CONT.
0		Topsoil, Moist					
2		SILT with Decomposed SHALE, Dry					
4			E				
6		Weathered and Decomposed SHALE, Tan and Brown, Dry					
8			M				
10		Weathered SHALE, Black, Tan, and Brown, Dry					
14		BUCKET REFUSAL @ 11.5'					
18							
22							

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR: SDI	OPERATOR: Bob Stevens	ECS ENG'R: DHL
MAKE: Case	MODEL: 580C	DATE: 9/30/2002
REACH: 15'	CAPACITY: N/A	UNITS: English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-10

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist, (OL)

Silty and Decomposed SHALE, Brown, Moist

Decomposed and Weathered SHALE, Brown Gray,
Moist

BUCKET REFUSAL @ 10.0'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENGR:

DHL

MAKE:

Case

MODEL:

580C

DATE:

9/27/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME: Chapel View		TEST PIT #: TP-11	
CLIENT: Orchard Knolls, LLC	JOB #: 7923	SURFACE ELEVATION:	

DEPTH (FT.)	ELEV. (FT.)	LOCATION: Kearneysville, WV	ARCH./ENG: William H. Gordon Associates	EXCAV. METHOD	DCP	QP	SAMPLE NO.	MOIST. CONT.

DEPTH (FT.)	ELEV. (FT.)	DESCRIPTION OF MATERIAL	EXCAV. METHOD	DCP	QP	SAMPLE NO.	MOIST. CONT.
0		Topsoil, (OL)					
2		SILT and CLAY, Trace Shale Fragments, Gray, and Brownish Yellow, Moist to Wet					
4		SILT With Decomposed SHALE, Brown and Gray, Moist to Wet	E				
6							
8							
10		Weathered SHALE, Gray Black, Moist to Wet	M				
12			D				
14		END OF TEST PIT @ 13.0'					
16							
18							
20							
22							

REMARKS: End of Excavation @13' - No Refusal

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR: SDI	OPERATOR: Bob Stevens	ECS ENG'R: DHL
MAKE: Case	MODEL: 580C	DATE: 10/01/2002
REACH: 15'	CAPACITY: N/A	UNITS: English

CLO (10-03-02)



PROJECT NAME:

Chapel View

TEST PIT #:

TP-12

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE

ELEVATION:

DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

METHOD

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist to Wet, (OL)

Silty CLAY, Gray to Brownish Yellow, Wet

SILT With Decomposed SHALE, Trace Clay,
Gray to Tan, Moist to Wet

Decomposed SHALE, Brown to Gray, Moist

BUCKET REFUSAL @ 13.0'

E

M

D

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

DHL

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English

CL0 (10-03-02) CL0 (10-08-02) CL0 (10-09-02) CL0 (10-09-02) CL0 (10-09-02) CL0 (10-09-02)



PROJECT NAME: Chapel View		TEST PIT #: TP-13	
CLIENT: Orchard Knolls, LLC		JOB #: 7923	
LOCATION: Kearneysville, WV		ARCH./ENG: William H. Gordon Associates	
DEPTH (FT.)	ELEV. (FT.)	EXCAV.	SURFACE ELEVATION:
		DCP	QP
		SAMPLE NO.	MOIST. CONT.
DESCRIPTION OF MATERIAL			
0		Topsoil, Moist, (OL)	
		Silty CLAY, Brownish Yellow, Wet	
2			
		Decomposed Weathered SHALE, Gray to Black, Moist to Wet	E
4			
			M
6			
		Weathered SHALE, Brown and Black, Moist to Wet,	D
8			
10			
		BUCKET REFUSAL @ 10.8'	
14			
18			
22			
REMARKS:			
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL			
EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT			
CONTRACTOR: SDI		OPERATOR: Bob Stevens	
MAKE: Case		MODEL: 580C	
REACH: 15'		DATE: 10/01/2002	
		UNITS: English	

TEST PIT #: TP-14

JOB #:
7923

**SURFACE
ELEVATION:**

ARCH./ENG:
William H. Gordon As

EXCAV.
00-00-00

S DCP

SAMPLE
NO.

MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil

Silty CLAY, Trace Decomposed SHALE,
Brownish Yellow to Reddish Brown, Moist to
Wet

Clayey SILT with Decomposed SHALE, Reddish
Brown, Moist

Decomposed Weathered SHALE, Brown Gray to Tan, Moist

END OF TEST PIT @ 14.0'

REMARKS:

End of Excavation @14' - No Refusal

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:
SDI

OPERATOR:
Bob Stevens

ECS ENG'R:
GBW

MAKE:
Case

MODEL:
580C

DATE:
10/01/2002

REACH:
15'

CAPACITY:
N/A

UNITS:
English

CL0 (10-03-02) CL0 (10-09-02) CL0 (10-09-02) CL0 (10-09-02) CL0 (10-09-02)



PROJECT NAME:

Chapel View

TEST PIT #:

TP-15

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist, (OL)

SILT, Trace Decomposed SHALE, Brown to Tan,
Dry

Decomposed SHALE, Tan, Dry

Weathered SHALE, Tan, Dry

BUCKET REFUSAL @ 6.3'

REMARKS:

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENGR:

GBW

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-16

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE

ELEVATION:

DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE

NO.

MOIST.

CONT.

DESCRIPTION OF MATERIAL

Topsoil, Moist, (OL)

Clay and Broken Limestone, Reddish Brown,
Moist

D

BUCKET REFUSAL @ 1.5'

REMARKS:

Refusal @ 1.5' on Limestone

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

GBW

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-17

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, (OL)

Silty CLAY, Reddish Brown, Moist to Wet

E

BUCKET REFUSAL @ 3.0'

REMARKS:

Refusal on Limestone @ 3'

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:
SDIOPERATOR:
Bob StevensECS ENG'R:
GBWMAKE:
CaseMODEL:
580CDATE:
10/01/2002REACH:
15'CAPACITY:
N/AUNITS:
English



PROJECT NAME: Chapel View		TEST PIT #: TP-18						
CLIENT: Orchard Knolls, LLC		JOB #: 7923		SURFACE ELEVATION:				
DEPTH (FT.)	ELEV. (FT.)	LOCATION: Kearneysville, WV	ARCH./ENG: William H. Gordon Associates	EXCAV.	DCP	QP	SAMPLE NO.	MOIST. CONT.
0		DESCRIPTION OF MATERIAL						
		Topsoil, (OL)						
2		Silty CLAY with Large Fragments and Boulders of Limestone, Brownish Red, Wet		E				
				D				
4		BUCKET REFUSAL @ 3.3'						
6								
8								
10								
14								
18								
22								
REMARKS: Refusal on Massive Limestone @ 3.25'								
THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL								
EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT								
CONTRACTOR: SDI		OPERATOR: Bob Stevens		ECS ENG'R: GBW				
MAKE: Case		MODEL: 580C		DATE: 10/01/2002				
REACH: 15'		CAPACITY: N/A		UNITS: English				



PROJECT NAME:

Chapel View

TEST PIT #:

TP-19

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE

ELEVATION:

DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE

NO.

MOIST.

CONT.

DESCRIPTION OF MATERIAL

0

Topsoil, (OL)

Clayey SILT with Small Shale Fragments,
Brownish Yellow to Reddish Brown, Moist

E

2

CLAY, Red, Moist

M

4

6

BUCKET REFUSAL @ 6.0'

8

10

14

18

22

REMARKS:

Refusal on Massive Limestone @ 6' - Contact Zone

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

GBW

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



CLO (10-03-02) CLO (10-09-02) CLO (10-09-02) CLO (10-09-02) CLO (10-09-02)



PROJECT NAME:
Chapel View

TEST PIT #:
TP-21

CLIENT:
Orchard Knolls, LLC

JOB #:
7923

SURFACE
ELEVATION:

LOCATION:
Kearneysville, WV

ARCH./ENG:
William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.

MOIST.
CONT.

DEPTH
(FT.)

ELEV.
(FT.)

DESCRIPTION OF MATERIAL

Topsoil

CLAY and Dark Black Broken Limestone,
Brown

BUCKET REFUSAL @ 1.5'

REMARKS:

Refusal on Massive Limestone

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:
SDI

OPERATOR:
Bob Stevens

ECS ENGR:
GBW

MAKE:
Case

MODEL:
580C

DATE:
10/01/2002

REACH:
15'

CAPACITY:
N/A

UNITS:
English

C.O. (10-03-02) C.O. (10-09-02) C.O. (10-09-02) C.O. (10-09-02) C.O. (10-09-02) C.O. (10-09-02)



PROJECT NAME:

Chapel View

TEST PIT #:

TP-22

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

0

Topsoil, Moist, (OL)

2

Silty CLAY with Small Shale Fragments,
Brownish Yellow, Moist

4

CLAY with Broken Limestone @ Bottom, Red,
Moist

6

BUCKET REFUSAL @ 6.0'

8

10

14

18

22

REMARKS:

Refusal on Massive Limestone Contact @ 6'

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENGR:

GBW

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-23

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE

ELEVATION:

DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

Notes

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

0

Topsoil, (OL)

2

Silty CLAY to Clayey SILT, Brown, Gray, and
Tan, Moist

4

Clayey SILT With Decomposed SHALE, Brown to
Gray, Moist

6

8

10

14

18

22

E

M

END OF TEST PIT @ 13.5'

REMARKS:

End of Excavation @ 13.5 - No Refusal

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:

SDI

OPERATOR:

Bob Stevens

ECS ENG'R:

GBW

MAKE:

Case

MODEL:

580C

DATE:

10/01/2002

REACH:

15'

CAPACITY:

N/A

UNITS:

English



PROJECT NAME:

Chapel View

TEST PIT #:

TP-24

CLIENT:

Orchard Knolls, LLC

JOB #:

7923

SURFACE
ELEVATION:DEPTH
(FT.)ELEV.
(FT.)

LOCATION:

Kearneysville, WV

ARCH./ENG:

William H. Gordon Associates

EXCAV.

DCP

QP

SAMPLE
NO.MOIST.
CONT.

DESCRIPTION OF MATERIAL

Topsoil, Dry, (OL)

SILT, Trace Weathered SHALE, Brown, Dry

Weathered SHALE, Tan, Dry

E

M

D

BUCKET REFUSAL @ 9.5'

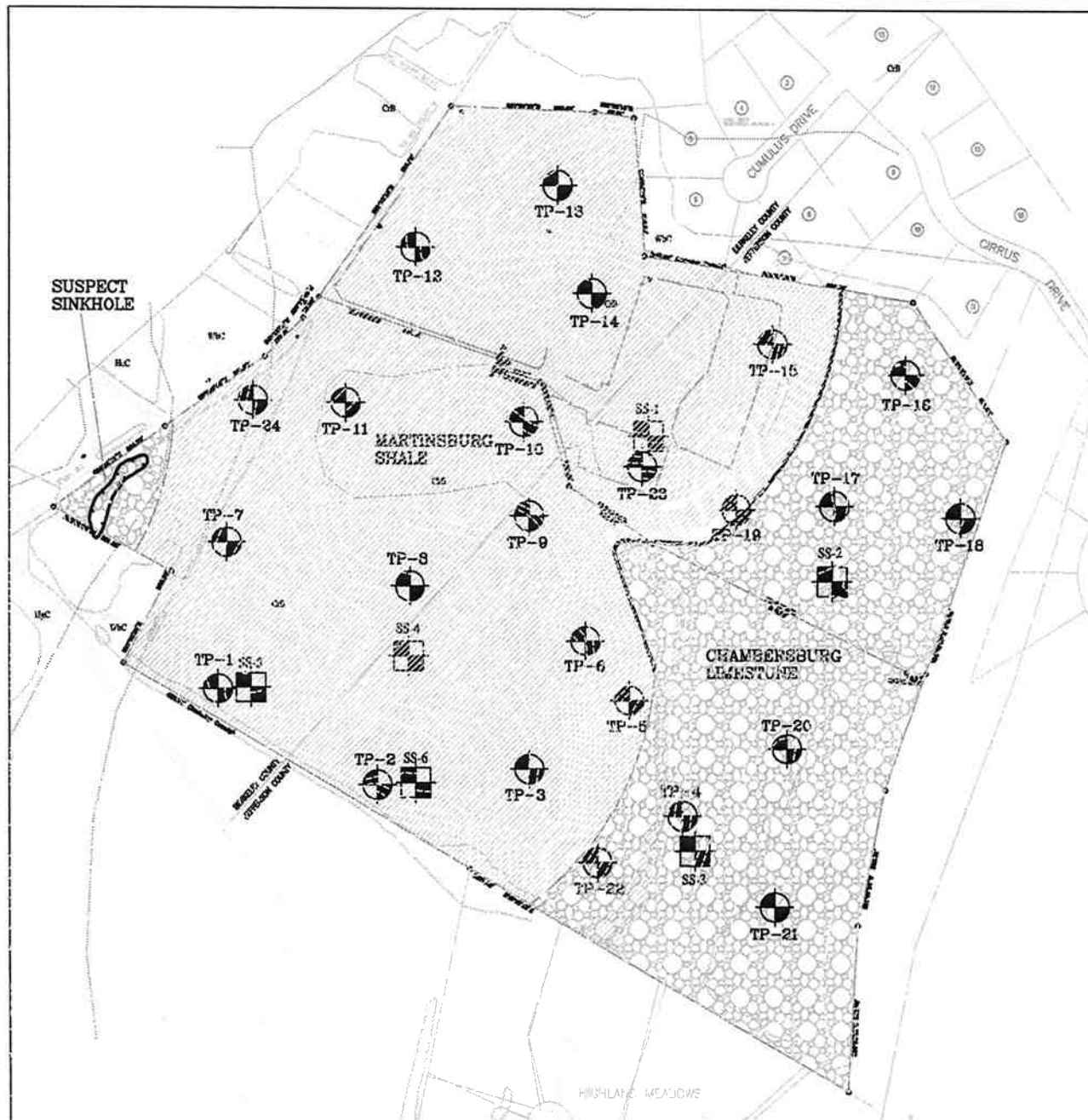
REMARKS:

Refusal @ 9.5'

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES, IN-SITU THE TRANSITION MAY BE GRADUAL

EXCAVATION EFFORT: E - EASY M - MEDIUM D - DIFFICULT VD - VERY DIFFICULT

CONTRACTOR:
SDIOPERATOR:
Bob StevensECS ENG'R:
GBWMAKE:
CaseMODEL:
580CDATE:
10/01/2002REACH:
15'CAPACITY:
N/AUNITS:
English



 = TEST PIT

 = SOIL SAMPLE, 0-4", FOR PRESTICIDE/HERBICIDE AND METALS ANALYSES



SUBSURFACE EXPLORATION

CHAPEL VIEW

KEARNEYSVILLE, WV

ECS_{LTD}
 ENGINEERING
 CONSULTING
 SERVICES, LTD

FIGURE #1

TEST PIT & SOIL SAMPLE
LOCATION DIAGRAM

ECS PROJECT #7923

Jon Amores, Esquire
Deputy Secretary of Commerce and General Counsel for the
West Virginia Department of Commerce

Tuesday, August 10, 2010

Re: Old Standard LLC Brownfield FOIA

Dear Mr. Amores,

Thank you for promptly responding to my phone calls. I certainly appreciate your time and attention.

I write at the instruction of my client, the Jefferson County Planning Commission, to follow-up on the July 14th, 2010 FOIA request submitted with respect to the above referenced matter.

At a special meeting called to respond to this issue, I explained the discrepancy between the initial rough estimate of 2000 pages and the 627 pages ultimately received. I also passed on your instruction to discount the invoice for 31 pages that were not received.

Commission members conducted a careful review of the information provided and remain concerned in two areas. The Commission is concerned that the records provided contain no e-mails, hand-written notes, phone logs and other items typically generated in a modern office environment. Also, the Commission is concerned that nothing was received regarding the Rule Making associated with §5B-2-6a. The Commission is concerned that nothing in the disclosure shows any drafts, any mark-up or internal development of the proposed rule making. Finally, the Commission is concerned that nothing received shows that the actual application for the Brownfield was signed by the applicant.

In addition, the Commission received a copy of a letter from the Department to the National Parks Conservation Association (copy attached) in which the Department stated "without waiving any agency Freedom of Information Action exemptions, we do not have any other documents." A plausible inference of this language is that some exempt material exists. However, WV Code §29B-1-1 *et seq* and the applicable case law do not permit such a reservation of exemption but provide two choices: provide the all material request or provide a written reasons for failing to provide records in your possession. Please, clarify in writing if Department has not provided any material pursuant to a claim that such material is exempt from production.

Therefore, at the instruction of the Planning Commission, I respectfully request that the Department of Commerce conduct an additional review all of your records associated with the Old Standard Brownfield Brownfield Economic Development District to determine what, if any, additional documents may be in the Department's custody that were not included in the 627 pages already received. Please include a review of any documents that may be held by the West Virginia Development Office or any other office or subsidiary of the West Virginia Department of Commerce. If any documents are discovered that were not already provided, please consider this letter a request for their production under §29B-1-1 *et seq.*

I am sure you understand that the Planning Commission requests your assistance out of their concern for the public of Jefferson County and for the integrity of the legislative process.

If you require assistance from me, please feel free to contact me at your convenience. My direct dial number is 304 724-6273. Here, I am

Very truly yours,

Stephen V. Groh,
Assistant Prosecuting Attorney

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: Planning Commission Members
FROM: Steve Barney, Zoning Administrator
DATE: August 24, 2010
RE: Status Update: Draft Amendments to Article 4B, Wireless Telecommunication Facilities

At the Tuesday, August 10 Planning Commission meeting, members of the Commission provided direction to staff regarding the Draft Amendments to Article 4B, Wireless Telecommunication Facilities. The following items outline staff's response to Planning Commission's direction, and describe next steps.

1. Changes to the Draft Ordinance

The Planning Commission approved several changes to the draft ordinance during the August 10 meeting. To address Planning Commission's action, staff has made the following changes to the ordinance:

- a. Removed items identified by legal counsel.
- b. Added section to address Prioritized Structures and Locations for new telecommunication facilities.
- c. Added landscaping standards.
- d. Added setbacks for equipment.
- e. Added size limits for signage.
- f. Amended fall zone requirement to 110% of tower height.
- g. Added additional language regarding non-speculative tower documentation.

In addition, staff reviewed the section of the draft ordinance intended to discourage proliferation. Staff's analysis is that the current draft language will be sufficient to achieve this end.

2. Scheduling of Stakeholder Meeting

At the August 10 meeting, the Planning Commission agreed that a stakeholder meeting should be scheduled for late August or early September. Accordingly, staff has scheduled a meeting on Tuesday, August 31, 2010 from 4:00 – 6:00 p.m. in the Charles Town Library Conference Room. The meeting was advertised on the County website, and announcements were mailed to wireless telecommunication industry contacts, a departmental list of development consultants, governments of the five cities within Jefferson County, the Emergency Communications Department, and the Historic Landmarks Commission. The meeting announcement noted that the draft ordinance will be available on the County website on August 25th.

In addition, the Planning Commission asked staff to draft a letter to the cities of Charles Town, Ranson, Bolivar, and Shepherdstown regarding a possible overlay district. Such a district would require additional review for cell towers proposed within a certain distance of an incorporated area, similar to the district proposed for Harpers Ferry. Staff has prepared this letter, which is included in the packets for the August 24 meeting.

3. Map Request

At the August 10 meeting, the Planning Commission requested that the GIS/Addressing Office develop a map showing properties zoned Industrial – Commercial as well as those properties owned by Jefferson County, the Jefferson County Development Authority, and the Jefferson County Fire and Rescue Association, with a three-mile buffer surrounding each property. This map will be available at the August 24 meeting.

4. Next Steps

Per the anticipated schedule approved at the August 10 meeting, following are the next steps in the review and adoption process for the ordinance:

- a. Tuesday, August 24 – Planning Commission is scheduled to take action on approval of an edited version of the ordinance, which is anticipated to be available for public review on August 25.
- b. Tuesday, August 31 – Stakeholder meeting by invitation but also open to the public.
- c. Tuesday, September 14 – Staff provides the Planning Commission with a consolidated list of stakeholder feedback for review; Commission proposes additional changes by staff.
- d. Tuesday, September 28 – Planning Commission conducts public hearing on draft regulations and votes to recommend to County Commission the adoption of the ordinance.

Please let me know if you have questions or need additional information.

JEFFERSON COUNTY, WEST VIRGINIA
Departments of Planning & Zoning
116 East Washington Street
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

August 19, 2010

Name
Address
Address

Your municipality recently received an invitation to attend a Wireless Telecommunications Facilities Amendment Stakeholders Meeting. The proposed regulations will amend Section 4B of the Jefferson County Zoning Ordinance.

As part of the draft ordinance, an overlay district for an area surrounding Harpers Ferry and Bolivar is proposed. Applications for wireless facilities located within this district are subject to additional review by other boards or agencies, such as the Historic Landmark Commission and the National Park Service.

Accordingly, the Jefferson County Planning Commission would like to extend the opportunity for the elected officials of Shepherdstown, Ranson, and Charles Town to consider whether a similar overlay would be beneficial for their respective municipalities.

You are welcome to provide comments on this or other issues related to the proposed ordinance at the stakeholder meeting, which will be held on Tuesday, August 31, 2010 from 4:00 – 6:00 p.m. in the Charles Town Library Conference Room, is located at 200 East Washington Street, at the side entrance on Samuel Street.

The intent of this meeting is to provide an open forum to industry representatives and the development community to discuss the proposed changes and to afford members of the public the opportunity to express their opinion regarding this amendment. All comments will be received by Planning and Zoning Staff and will be presented to the Planning Commission and the County Commission for consideration. For your convenience, a copy of the proposed Wireless Telecommunications Ordinance will be available on our website (www.jeffersoncountywv.org) on August 25th.

Should you have any additional questions, please feel free to contact our office at (304) 728-3228.

Sincerely,

Jennifer M. Brockman, AICP
Director of Planning & Zoning Departments

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

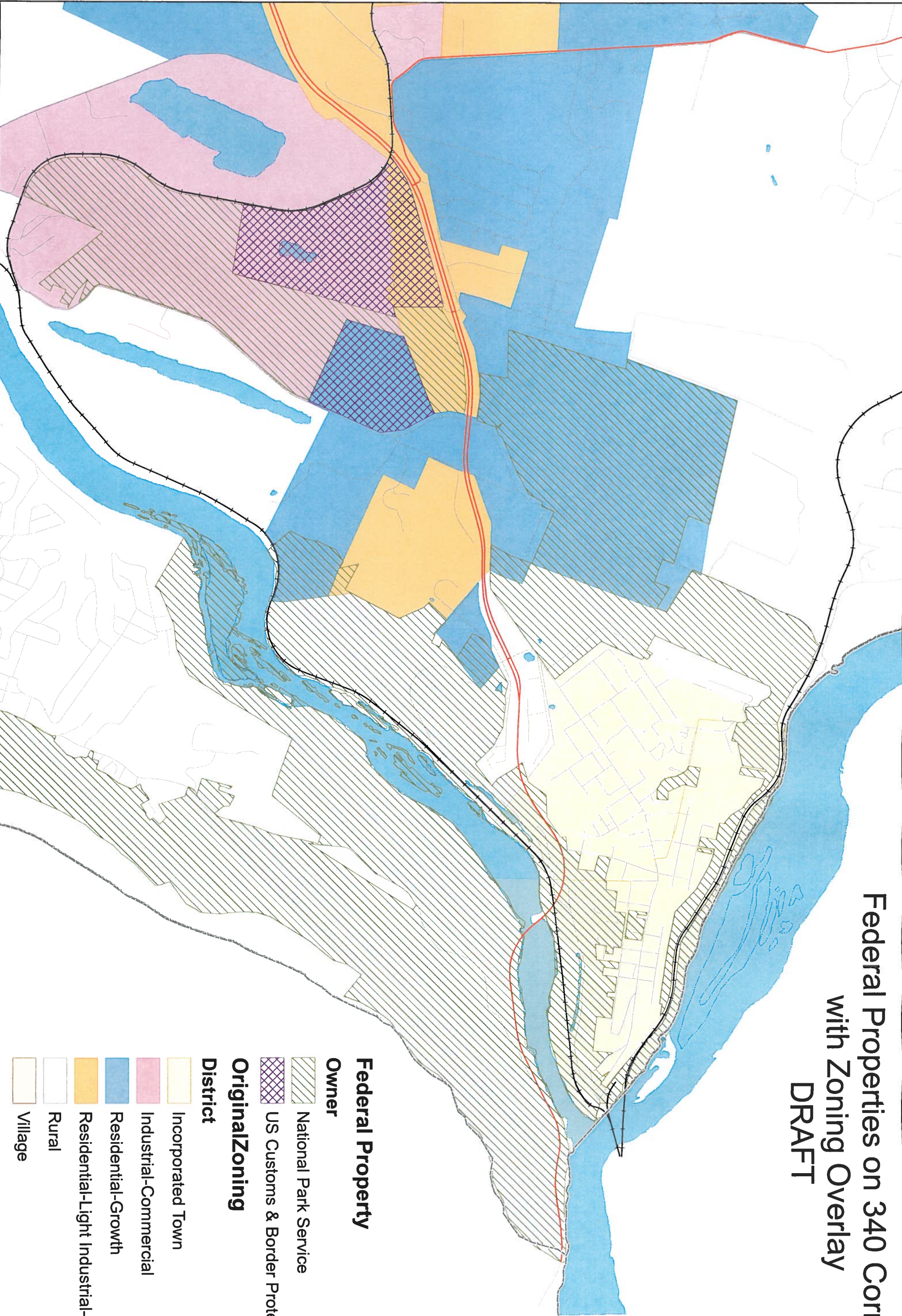
Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Director's Report
August 24, 2010
Planning Commission meeting

- 1) Activity Report (attached)
- 2) Update on Federal Lands Rezoning
- 3) Update on Zoning Map Update
- 4) Update on US 340 Study
- 5) Chesapeake Bay TMDL Update

Federal Properties on 340 Corridor with Zoning Overlay DRAFT



Federal Property

Owner

-  National Park Service
-  US Customs & Border Protection

Original Zoning

District

-  Incorporated Town
-  Industrial-Commercial
-  Residential-Growth
-  Residential-Light Industrial-Commercial
-  Rural
-  Village

Overview and Status of Jefferson County Public Service District's Flowing Springs Sewer Project August 3, 2010

The Project

- ! Construct a new 1 million gallon per day (enough to serve the equivalent of 4500 homes) membrane bio-reactor wastewater treatment plant adjacent to the Halltown paperboard plant to serve the Flowing Springs drainage shed, and construct related transmission facilities.
- ! The Plant will treat wastewater for nutrients to the limit of technology. What nutrients are discharged will be fully offset through a nutrient reduction trade with the agricultural community in the Chesapeake Bay.
- ! The Plant will be enclosed within a building to minimize odor.
- ! Upon completion, the equivalent of 1400 homes now receiving treatment at the Charles Town wastewater treatment plant will be diverted to the District's new plant for treatment.
- ! The Plant will serve the Flowing Springs growth corridor identified by the Jefferson County Planning Commission.

Funding

- ! Project cost is \$27,484,000.
- ! Committed funding consists of a \$1,000,000 Jefferson County Development Authority contribution, and a \$26,484,000 West Virginia Department of Environmental Protection (DEP) State Revolving Fund loan payable over 40 years at 0% interest with a .5% administrative fee.

Project Status

On July 27, a procedural order was issued by the West Virginia PSC in the District's pending application for a certificate of convenience and necessity, WV PSC Case No. 09-0347-PSD-CN. Documents filed in the District's certificate application are available on the WV PSC's website. The following schedule now applies:

Final PSC Staff Memo:	August 18
Response to Final Staff Memo:	August 24
Public comment hearing:	August 26 7pm Charles Town City Hall

Evidentiary Hearing:	August 27 9:30am
Initial Briefs:	September 9
Reply Briefs:	September 14
Recommended Decision due:	October 6

In the Procedural Order, intervenor status was granted to Jacquelyn Milliron, Roland K. Bass, and Heidi Parker. Rick Pescitani filed a petition to intervene on July 28.

One year ago, the PSC granted the District a certificate of convenience and necessity for this project and approved funding based upon rates that were substantially lower than the level the District is now proposing. The funding package then included a federal stimulus negative amortization loan (effectively, a grant) of approximately \$10 million. The rates also relied upon the District's \$7500 per equivalent dwelling unit Capital Improvement Fee (CIF) to repay a portion of the project debt. With respect to the issue of the need for the Project, the PSC granted the certificate based upon a number of factors, including: (1) the proposed plant's ability to remove nutrients; (2) the proposed plant will enable Charles Town to defer upgrading the Charles Town wastewater treatment plant; (3) without the plant the District will need to upgrade its transmission lines and Charles Town will need to upgrade its plant; (4) a moratorium on the District's ability to offer sewer service would likely be needed until the Charles Town plant were upgraded if the District's proposed plant is delayed; and (5) the District's proposed project is more cost effective than upgrading the Charles Town wastewater treatment plant. None of these factors supporting the need for the project have changed in the interim.

Due to other utility systems winning the race for stimulus funds, the unwillingness of bondholders to rely upon CIFs for payment in light of the Berkeley County Circuit Court order in the Larry Faircloth Realty, Inc. v. Berkeley County PSDs matter, and the District's non-project related rate increase, post-project rates have increased as follows:

	Previously <u>Approved</u>	Now <u>Proposed</u>	<u>\$ Increase</u>	<u>% Increase</u>
Rate per 1000	13.59	19.80	6.21	45.7
Minimum bill	31.33	49.50	18.17	45.7
Average bill	61.16	89.10	27.94	45.7

At its August 2, 2010 meeting, the JCPSD board approved the filing of a revised application to the WV Infrastructure Council for \$6 million in grant funds to replace some of the loan funds offered by the WV DEP. The District expects the Infrastructure Council will take action on its application by early October, 2010. To be clear, the District is not amending its certificate application before the PSC at this time. It is asking the PSC to approve a change in funding from that previously approved by the PSC based upon the DEP's \$26,484,000 loan and no grant funds. In the event the Infrastructure Council approves grant funds for the project and the PSC approves the \$26,484,000 DEP loan, the District will then ask the PSC to approve whatever grants the District receives, and to make the appropriate downward adjustment to rates. If the PSC approves the \$26,484,000 DEP loan, the District expects to close on project funding in December, 2010 or January, 2011. This schedule provides sufficient time to substitute grant funding if it is obtained.

If the District's proposed funding is approved by the PSC and no grant funds are received, the post-project rates will be the highest sewer rates charged by any PSD or municipality in the State. As a percentage of median household income ("MHI") for Jefferson County, using the standard the Infrastructure Council uses, the 2000 census data, as the benchmark, the post-project rates for the average residential user will consume 2.48% of MHI. While this is very high at least 19 PSD or municipal sewer systems in the state have rates which consume 2.4% of MHI or greater, as shown on the attached chart.

One could argue that, given the high rates, the District should ask that consideration of its certificate project be suspended until the Supreme Court rules upon the Larry Faircloth Realty matter and/or the District's request to the Infrastructure Council for grant funds is concluded. With respect to CIF proceeds, the WV Supreme Court has not scheduled this matter for oral argument yet, so a Supreme Court order date can not be estimated at this time, and obviously the result is uncertain. The PSC's previously approved post-project rates were based upon the District's CIF generating \$180,000 annually, from 24 new customers. That amount constitutes less than 6% of the District's post-project revenue needs. The District's bonds will enable the District to use CIF proceeds, though bondholders will not be relying upon CIFs for payment. CIF proceeds can be used to defer another rate increase, or be applied to a subsequent project.

HIGH SEWER RATE SYSTEMS IN WEST VIRGINIA

<u>SYSTEM</u>	<u>RATE 4,500 GALLONS¹</u>	<u>MHI²</u>	<u>ANNUAL SEWER AS % MHI</u>
1. Town of Clay	\$50.90	\$14,712	4.1%
2. Big Bend PSD	\$62.55	\$21,672	3.4%
3. City of Piedmont	\$58.90	\$21,190	3.3%
4. Town of Handley	\$55.98	\$21,429	3.1%
5. Kermit Municipal	\$58.75	\$22,949	3.0%
6. City of Hartford	\$61.47	\$24,219	3.0%
7. Town of Oceana	\$45.00	\$19,273	2.8%
8. Armstrong PSD	\$58.41	\$24,691	2.8%
9. City of Smithers	\$48.56	\$20,417	2.8%
10. Town of Cedar Grove	\$53.33	\$23,250	2.7%
11. Deepwater PSD	\$55.98	\$24,691	2.7%
12. Town of Harman	\$45.83	\$21,136	2.6%

¹ Based on WV PSC's "Sewer Utility Cost Ranking as of July 23, 2010."

² Based on 2000 census data, which is the benchmark used by the WV Infrastructure Council.

13. City of Logan	\$49.85	\$22,623	2.6%
14. Town of Pine Grove	\$54.36	\$25,769	2.5%
15. Jefferson County PSD (proposed)	\$89.80	\$43,024	2.5%
16. Logan County PSD	\$49.50	\$24,396	2.4%
17. City of Sistersville	\$54.00	\$26,799	2.4%
18. Shady Spring PSD	\$56.14	\$28,020	2.4%
19. Culloden PSD	\$59.27	\$29,088	2.4%
20. Bramwell PSD	\$53.12	\$26,719	2.3%
21. Jefferson County PSD (current)	\$57.20	\$43,024	1.6%

(Jefferson/higher sewer system rates CHART)

