- 1 HB137
- 2 155339-2
- 3 By Representatives McCutcheon, Ball and Collins
- 4 RFD: Commerce and Small Business
- 5 First Read: 14-JAN-14
- 6 PFD: 01/10/2014

Τ	155339-2:N:01/06/2014:JET/tan LR52013-3/33R1	
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8	SYNOPSIS:	This bill would create the Alabama
9		Homeowners' Association Act to govern homeowners'
10		associations responsible for the maintenance of
11		common areas of a residential development and with
12		the authority to levy assessments that are
13		enforceable as liens against real property.
14		This bill would require the declarant of a
15		real property residential development to disclose
16		financial and other information relating to the
17		development to the board of directors of a
18		homeowners' association.
19		This bill would require a homeowners'
20		association to maintain detailed records of
21		receipts and expenditures affecting the operation
22		and administration of the association, and would
23		authorize the inspection of these records by
24		members of the association under certain
25		conditions.
26		This bill would provide for annual, open
27		meetings, including special or emergency meetings,

by the association and notice to members of future meetings of the association.

2.2

This bill would require the board of directors of a homeowners' association to establish a reasonable method for lot owners to communicate among themselves and with the board of directors regarding any matter concerning the association.

This bill would require a homeowners' association to register annually with the Alabama Real Estate Commission and would authorize the commission to develop alternative dispute resolution programs to address disputes between associations and lot owners.

This bill would authorize a homeowners' association to adopt and enforce rules regarding the use of the common areas and any other areas of responsibility assigned to the association by the declaration, including the power to assess charges against any member for any violation of the declaration or association rules.

This bill would authorize a homeowners' association to initiate a suit in circuit court to recover assessed charges or to obtain injunctive or other relief for violations of the declaration or association rules, or to pursue arbitration of disputes or other means of alternative dispute

resolution, if authorized by the declaration or bylaws.

This bill would provide that an association will have a lien on every lot for unpaid assessments levied against that lot provided that the lien is properly recorded and notice is afforded to the owner of the lot.

This bill would also provide that a judgment enforcing a lien may include reimbursement for costs, interest, and reasonable attorney's fees of the prevailing party.

A BILL

TO BE ENTITLED

15 AN ACT

2.2

Relating to certain homeowners' associations; to define terms; to require the declarant of a real property residential development to disclose financial and other information relating to the development to the board of directors of a homeowners' association; to require a homeowners' association to maintain detailed records of receipts and expenditures affecting the operation and administration of the association; to provide for the inspection of records by members under certain conditions; to provide for open meetings of the association; to provide for notice of meetings to members of the association; to provide

for the recording of meetings; to require an association to establish reasonable methods of communication between members and the board of directors; to require registration with the Alabama Real Estate Commission; to authorize registration fees; to require the commission to develop alternative dispute resolution methods to address disputes between associations and lot owners; to authorize a homeowners' association to adopt and enforce rules regarding the use of the common areas and any other areas of responsibility assigned to the association by the declaration; to authorize the association to assess charges for certain violations of the declaration and association rules; to authorize a homeowners' association to initiate a suit in circuit court to recover assessed charges or to obtain injunctive or other relief for violations; to provide for additional alternative dispute resolution methods; to provide for liens on a lot for unpaid assessments; and to provide for judgments enforcing liens and releases for satisfaction of liens.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

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Section 1. This act shall be known and may be cited as the Alabama Homeowners' Association Act.

Section 2. For the purposes of this act, the following terms shall have the following meanings:

- (1) ASSOCIATION. A homeowners' association.
- (2) BOARD OF DIRECTORS. The executive body of a homeowners' association, or a committee which is exercising the power of the executive body by resolution or bylaw.

- 1 (3) COMMON AREA. Property within a development which
 2 is owned, leased, or required by the declaration to be
 3 maintained or operated by a homeowners' association for the
 4 use of its members and designated as common area in the
 5 declaration.
 - (4) DECLARANT. The person or entity signing the declaration and its successors or assigns who may submit property to a declaration.

- (5) DECLARATION. Any instrument, however denominated, recorded in the office of the judge of probate in the county in which the development or any part thereof is located which satisfies both of the following:
- a. Imposes on the association maintenance or operational responsibilities for the common area.
- b. Creates the authority in the association to levy an assessment on lots, the owners or occupants of the lots, or other entities to provide for maintenance or services for the benefit of some or all of the lots, the owners or occupants of the lots, or the common area.
- "Declaration" includes any amendment or supplement to the instruments described in this definition. "Declaration" does not include a declaration of a condominium, real estate cooperative, time-share project, or campground.
- (6) DEVELOPMENT. Real property located within this state subject to a declaration that contains both lots, primarily designed for residential use or are occupied for recreational purposes, and common areas with respect to which

any person, by virtue of ownership of a lot, is a member of an association and is obligated to pay assessments provided for in a declaration.

- (7) HOMEOWNERS' ASSOCIATION. An incorporated or unincorporated entity upon which responsibilities are imposed and to which authority is granted in a declaration.
- (8) LOT. Any plot or parcel of land designated for separate ownership or occupancy shown on a recorded subdivision plat for a development or the boundaries of which are described in the declaration or in a recorded instrument referred to or expressly contemplated by the declaration, other than a common area.

Section 3. (a) This act applies to all developments subject to a declaration, as defined by this act.

- (b) This act does not apply to either of the following:
- (1) A community that is composed of property primarily intended for commercial, industrial, or other nonresidential use.
- (2) Any association that is subject to regulation under Chapters 8 or 8A, Title 35, Code of Alabama 1975.

Section 4. (a) Beginning upon the initial selection of the board of directors of the association and continuing thereafter, the declarant shall provide to the board of directors or its designated agent all of the following:

(1) All association books and records held by or controlled by the declarant, including without limitation,

minute books and rules, including all amendments, which may
have been adopted.

- (2) An accurate and complete statement of receipts and expenditures from the date of the recording of the association documents to the end of the regular accounting period immediately succeeding the first election of the board of directors by the home owners, not to exceed 60 days after the date of the election
- (3) A separate accounting of any dues paid to the association.
 - (4) The number of lots subject to the declaration.
 - (5) The number of lots that may be subject to the declaration upon completion of development.
 - (6) A copy of the latest available approved plans and specifications for all improvements in the project or as-built plans if available.
 - (7) All association insurance policies which are currently in force.
 - (8) Written unexpired warranties of the contractors, subcontractors, suppliers, and manufacturers, if any, relative to all common area improvements.
 - (9) Any contracts in which the association is a contracting party.
- (10) A list of manufacturers of paints, roofing materials, and other similar materials if specified for use on the association property.

1 (11) A list of development costs relating to a 2 common area under the administration of the homeowners' 3 association.

- (12) The number of members of the board of directors and number of directors appointed by the declarant together with names and contact information of members of the board of directors.
- (b) If the association is managed by a common interest community manager in which the declarant, or its principals, has no pecuniary interest or management role, the common interest community manager shall provide the documents and information required by subdivisions (1), (2), (7), and (9) of subsection (a).

Section 5. (a) The association shall keep detailed records of receipts and expenditures affecting the operation and administration of the association. All financial books and records shall be kept in accordance with generally accepted accounting practices.

(b) (1) Subject to subsections (c) and (e) and provided that the request is for a proper purpose related to his or her membership in the association, all books and records kept by or on behalf of the association shall be available for examination and copying by a member in good standing or his or her authorized agent, including, but not limited to, the association's membership list and addresses, which may not be used for purposes of pecuniary gain or commercial solicitation.

(2) The right of examination shall exist without reference to the duration of membership and may be exercised only during reasonable business hours or at a mutually convenient time and location and upon five days' written notice reasonably identifying the purpose for the request and

(c) Except as provided in subsection (e), books and records kept by or on behalf of an association may be withheld from inspection and copying to the extent that they concern any of the following:

the specific books and records of the association requested.

- (1) Personnel matters relating to specific, identified persons or a person's medical records.
- (2) Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation.
- (3) Pending or probable litigation. For the purposes of this subdivision, "probable litigation" means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party.
- (4) Matters involving state or local judicial, administrative, or other formal proceedings for enforcement of the association documents or rules and regulations promulgated.
- (5) Communications with legal counsel that relate to subdivisions (1) through (4) or that are protected by the attorney-client privilege or the attorney work product doctrine.

- (6) Disclosure of information in violation of law.
- 2 (7) Meeting minutes or other confidential records of 3 an executive session of the board of directors.

- (8) Documentation, correspondence, or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session.
- (9) Individual lot owner or member files, other than those of the requesting lot owner, including any individual lot owner's or member's files kept by or on behalf of the association.
- (d) Except as provided in subsection (e), prior to providing copies of any books and records to a member in good standing under this section, the association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs of the production. Charges may be imposed only in accordance with a cost schedule adopted by the board of directors. The cost schedule shall satisfy all of the following:
 - (1) Specify the charges for materials and labor.
 - (2) Apply equally to all members in good standing.
- (3) Be provided to a requesting member at the time the request is made.
- (e) Notwithstanding subsections (c) and (d), all books and records of the association, including individual salary information for all employees and payments to independent contractors, shall be available for examination

and copying upon request by a member of the board of directors in the discharge of his or her duties as a director.

- (f) (1) Meetings of the association shall be held in accordance with the bylaws at least once each year after the formation of the association. The bylaws shall specify an officer or his or her agent who, at least 14 days in advance of any annual or regularly scheduled meeting, and at least seven days in advance of any other meeting, shall send to each member notice of the time, place, and purposes of the meeting. In the event of cancellation of any annual meeting of the association at which directors are elected, the seven-day notice of any subsequent meeting scheduled to elect the directors shall include a statement that the meeting is scheduled for the purpose of the election of directors.
- all members at the address of their respective lots unless the member has provided to an officer or his or her agent an address other than the address of the member's lot.

 Alternatively, notice may be hand delivered by the officer or his or her agent, provided the officer or agent certifies in writing that notice was delivered to the member. Except as provided in subdivision (7) of subsection (c), draft minutes of the board of directors shall be open for inspection and copying within 60 days from the conclusion of the meeting to which the minutes pertain or when the minutes are distributed to board members as part of an agenda package for the next meeting of the board of directors, whichever occurs first.

Section 6. (a) All meetings of the board of directors, including any subcommittee or other committee thereof, shall be open to all members of record. The board of directors may not use work sessions or other informal gatherings of the board of directors to circumvent the open meeting requirements of this section. Minutes of the meetings of the board of directors shall be recorded and shall be available as provided in subsection (b) of Section 5.

- (b) (1) Notice of the time, date, and place of each meeting of the board of directors or of any subcommittee or other committee thereof shall be published where it is reasonably calculated to be available to a majority of the lot owners.
- (2) A lot owner may request to be notified on a continual basis of any meetings. The request shall be made at least once a year in writing and include the lot owner's name, address, zip code, and any e-mail address as appropriate.

 Notice of the time, date, and place shall be sent to any lot owner requesting notice as follows:
- a. By first-class mail or e-mail for meetings of the board of directors.
- b. By e-mail for meetings of any subcommittee or other committee of the board of directors.
- (3) Reasonable notice of special or emergency meetings shall be given contemporaneously with the notice provided members of the association's board of directors or

any subcommittee or other committee thereof conducting the meeting.

- (4) Unless otherwise exempt as relating to an executive session pursuant to subsection (c), at least one copy of all agenda packets and materials furnished to members of an association's board of directors or subcommittee or other committee thereof for a meeting shall be made available for inspection by the membership of the association at the same time the documents are furnished to the members of the board of directors or any subcommittee or committee thereof.
 - (5) Any member may record any portion of an open meeting. The board of directors or subcommittee or other committee thereof conducting the meeting may adopt rules relating to the following:
 - a. Placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings.
 - b. Notice by a member recording the meeting that it is being recorded.
- (6) If a meeting is conducted by telephone conference or video conference or similar electronic means, at least two members of the board of directors shall be physically present at the meeting place included in the notice. The audio equipment shall be sufficient for any member in attendance to hear what is said by any member of the board of directors participating in the meeting who is not physically present.

- 1 (7) Except for the election of officers, voting by
 2 secret or written ballot in an open meeting shall be a
 3 violation of this act.
 - (c) (1) Upon the affirmative vote in an open meeting to assemble in executive session, the board of directors or any subcommittee or other committee thereof may convene to consider any of the following:
 - a. Personnel matters.

- b. Consultation with legal counsel.
- c. Contracts, pending or probable litigation, and matters involving violations of the declaration or rules adopted for which a member, his or her family members, tenants, quests, or other invitees are responsible.
 - d. Personal liability of members to the association.
- (2) The motion to convene in executive session shall state specifically the purpose for the executive session.

 Reference to the motion and the stated purpose for the executive session shall be included in the minutes. The board of directors shall restrict the consideration of matters during the portions of meetings to only those purposes specifically exempted and stated in the motion. The requirements of this section shall not require the disclosure of information in violation of law.
- (d) Subject to reasonable rules adopted by the board of directors, the board of directors shall provide a designated period of time during a meeting to allow members an opportunity to comment on any matter relating to the

association. During a meeting at which the agenda is limited to specific topics or at a special meeting, the board of directors may limit the comments of members to the topics listed on the meeting agenda.

Section 7. The board of directors shall establish a reasonable, effective, and free method, appropriate to the size and nature of the association, for lot owners to communicate among themselves and with the board of directors regarding any matter concerning the association.

Section 8. (a) The board of directors shall annually register with the Alabama Real Estate Commission in a form and at such time as prescribed by rules adopted by the commission.

- (b) The Alabama Real Estate Commission shall maintain a list of homeowners' associations registered in this state and publish the list on its public website.
- (c) (1) The Alabama Real Estate Commission may establish a fee for the registration of a homeowners' association in an amount to be determined by the commission.
- (2) All registration fees collected shall be deposited in the State Treasury to the credit of the Real Estate Commission Revenue Fund and shall be disbursed by the state Comptroller on order of the executive director at the direction of the commission.
- (d) A registration with the commission shall be valid for one year. If a board of directors fails to register in accordance with this section and rules adopted by the commission, the board may not impose or enforce a lien for

assessments under Section 12 or pursue an action under Section 10 or 11. A lien for assessments previously recorded during a period in which the association was validly registered is not extinguished by a lapse in the association's registration, but a pending enforcement proceeding related to the lien is suspended, and an applicable statute of limitation tolled, until the association is validly registered pursuant to this section. An association's registration in compliance with this section revives a previously suspended right without penalty to the association.

- (e) A registration under this section is valid upon the commission's acceptance of the registration form and payment of applicable fees.
- (f) Homeowners' associations formed prior to January 1, 2015, shall register under this section beginning on January 1, 2015.

Section 9. (a) The Alabama Real Estate Commission may coordinate and assist in the preparation of educational and reference materials regarding the rights and duties of lot owners and boards of directors under this act, as well as any additional information the commission deems appropriate.

- (b) The commission shall track inquiries and complaints relating to homeowners' associations and report annually to the Governor and the Legislature regarding the number and types of inquiries and complaints received.
- (c) The commission shall develop an alternative dispute resolution program to address disputes between

homeowners' associations and lot owners. The commission may charge a fee for participation in the alternative dispute resolution program, as determined by the commission. Any fee collected shall be deposited in the State Treasury to the credit of the Real Estate Commission Revenue Fund and shall be disbursed by the state Comptroller on order of the executive director at the direction of the commission.

Section 10. (a) Except as otherwise provided in this act, the board of directors shall have the power to adopt and enforce rules regarding use of the common areas. Rules may be adopted by resolution and shall be reasonably published or distributed throughout the development. A majority of votes cast, in person or by proxy, at a meeting convened in accordance with the bylaws and called for that purpose, shall repeal or amend any rule adopted by the board of directors. Rules may be enforced by any method normally available to the owner of private property in this state, including, but not limited to, application for injunctive relief or damages, during which the court may award to the association court costs and reasonable attorney's fees.

- (b) (1) The board of directors shall have the power, to the extent the declaration or rules adopted provide, to do the following:
- a. To suspend a member's right to use facilities or services, including utility services, provided directly through the association for nonpayment of assessments which are more than 60 days past due, to the extent that access to

the lot through the common areas is not precluded and provided that the suspension will not endanger the health, safety, or property of any owner, tenant, or occupant.

- b. Assess penalties against any member for any violation of the declaration or rules for which the member or his or her family members, tenants, guests, or other invitees are responsible.
- (2) Before any penalty or suspension may be imposed, a member shall be given an opportunity to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents. Notice of a hearing, including the penalties or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least 14 days prior to the hearing. Within seven days of the hearing, the hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association.
- (3) The amount of any penalty assessed may not be limited to the expense or damage to the association caused by the violation, but may not exceed fifty dollars (\$50) for a single offense or ten dollars (\$10) per day for any offense of a continuing nature. The penalty assessed shall be treated as an assessment against the member's lot for the purposes of Section 12. However, the total penalty for any offense of a

continuing nature shall not be assessed for a period exceeding 90 days.

(4) If a suit is filed pursuant to this section or Section 11, no additional penalty shall accrue after the filing of the suit. If the court rules in favor of the association, it shall be entitled to collect the penalty from the date the action was filed as well as all other penalties assessed pursuant to this section against the lot owner prior to the action. In addition, if the court finds that the violation remains uncorrected, the court may order the lot owner to abate or remedy the violation.

Section 11. (a) Every lot owner and all those entitled to occupy a lot shall comply with this act and the declaration. Any lack of compliance shall be grounds for an action or suit by the association, its board of directors or managing agent, or one or more aggrieved lot owners, to recover sums due, for damages or injunctive relief, or for any other remedy available at law or in equity. Except as provided in subsection (b), the prevailing party shall be entitled to recover reasonable attorney's fees, court costs, and interest on the judgment.

(b) In actions against a lot owner for nonpayment of assessments in which the lot owner has failed to pay assessments levied by the association on more than one lot or the lot owner has had legal action taken against him or her for nonpayment of any prior assessment and the prevailing party is the association or its board of directors or any

managing agent on behalf of the association, the prevailing party shall be awarded reasonable attorney's fees, costs expended in the matter, and interest on the judgment as provided in subsection (a), even if the proceeding is settled prior to judgment. The delinquent owner shall be personally responsible for reasonable attorney's fees and costs expended in the matter by the association, whether any judicial proceedings are filed.

(c) A declaration may provide for arbitration of disputes or other means of alternative dispute resolution, including any alternative dispute resolution program provided by the Alabama Real Estate Commission. Any arbitration held in accordance with this subsection shall be consistent with this act and state law. The place of any arbitration or alternative dispute resolution shall be in the county or city in which the development is located, or as mutually agreed to by the parties.

Section 12. (a) (1) Once perfected, the association shall have a lien on every lot for unpaid assessments levied against that lot in accordance with this act and the declaration. The lien shall be prior to all other subsequent liens and encumbrances, except any of the following:

- a. Real estate tax liens on that lot.
- b. Liens and encumbrances recorded prior to the recordation of the declaration.
- c. Sums unpaid on and owing under any mortgage or deed of trust recorded prior to the perfection of the lien.

1 (2) This subsection shall not affect the priority of mechanics' liens.

- (b) (1) In order to perfect a lien under this section, the association shall file a notice of lien, verified by the oath of the principal officer of the association, in the office of the judge of probate in the county in which the development is located. The notice of lien shall be filed before the expiration of 12 months from the time the first assessment became due and payable and shall contain all of the following information:
 - a. The name of the development.
 - b. A description of the lot.
 - c. The names of the owners of the lot.
- d. The amount of unpaid assessments currently due or past due relative to the lot together with the date when each were due.
 - e. The date of issuance of the notice of lien.
 - f. The name of the association and the name and current address of the person to contact to arrange for payment or release of the lien.
 - g. A statement that the association is obtaining a lien in accordance with the Alabama Homeowners' Association Act.
 - (2) The office of the judge of probate in which the notice of lien is filed shall record and index the lien, in the names of the persons identified therein as well as in the name of the association. The cost of recording and releasing

the lien shall be taxed against the person found liable in any judgment or decree enforcing the lien.

- (c) Prior to filing the notice of lien, the association shall send a written notice by certified mail to the property owner at the property owner's last known address, informing the property owner that a notice of lien will be filed in the office of the judge of probate. The notice shall be sent at least 10 days before the actual filing date of the notice of lien.
 - (d) (1) An association may bring suit to enforce a lien in the circuit court in the county where the development is located by filing a verified complaint and sworn affidavit that the notice of lien has been recorded in compliance with this section. The summons and complaint, and all other particulars of suit, shall be made in accordance with the Alabama Rules of Civil Procedure. All liens claimed under this section shall be foreclosed as provided for by law.
 - (2) A judgment enforcing a lien under this section may include reimbursement for costs and reasonable attorney's fees of the prevailing party. If the association prevails, it may also recover interest on the amount secured by the lien.
 - (3) Upon full payment of all sums secured by the lien, the party making payment shall be entitled to a recordable satisfaction of lien.
 - (4) An action to recover a money judgment for unpaid assessments may be maintained without waiving the lien securing the same.

Section 13. Except as provided in Section 8, this

act does not apply to a homeowners' association created prior

to the effective date of this act.

Section 14. This act shall become effective on

January 1, 2015, or its otherwise becoming law.