

Document Name	Distribute in Annual Budget Mailing?	Property Management Company	SSV Committee Use	Post on Website?	Website Folder	Restrict Access?	Yearly Folder?
<u>Documents / Governing Documents</u>							
Articles of Incorporation	NO	YES		YES	Documents / Governing Documents	YES	NO
CCRs	NO	YES		YES	Documents / Governing Documents	YES	NO
Bylaws	NO	YES		YES	Documents / Governing Documents	YES	NO
Bylaw Change 01 04 0986	NO	YES		YES	Documents / Governing Documents	YES	NO
Bylaw Change 06 15 2001	NO	YES		YES	Documents / Governing Documents	YES	NO
<u>MULTIPLE RULES AND REGULATIONS DOCUMENTS</u>							
Seaside Village Rules and Regulations	YES	YES		YES	Documents / Governing Documents	NO	NO
Dog Run Rules and Regulations Adopted 11.28.2012	YES	YES		YES	Documents / Governing Documents	NO	NO
SSV Landscape Rules Adopted 11.18.2020	YES	YES		YES	Documents / Governing Documents	NO	NO
Tri-Level Deck Maintenance Adopted 10.25.2017	YES	YES		YES	Documents / Governing Documents	NO	NO
Adopted Election Rules 03.25.2020	YES	YES		YES	Documents / Governing Documents	NO	NO
<u>DOCUMENTS REFERENCED IN RULES AND REGULATIONS</u>							
Architectural Request - FORM	YES	YES		YES	Documents / Forms	NO	NO
Clubhouse Reservation Application & Conditions of Use Agreement - FORM	NO	YES	Social	YES	Documents / Forms	NO	NO
Parking Permit Application - FORM	NO	YES		YES	Documents / Forms	NO	NO
Fishing Permit Application - FORM	NO	YES		YES	Documents / Forms	YES	NO
Front Entry Gate Illustration	NO	YES		YES	Documents / Guidelines	NO	NO
Paver Illustration between A and B Models	NO	YES		YES	Documents / Guidelines	NO	NO
Brick Edging Along Driveway Illustration	NO	YES		YES	Documents / Guidelines	NO	NO
<u>OTHER</u>							
Collection Policy	YES	YES		YES	Documents / Governing Documents	YES	NO
Seaside Village CA AB596-1, FHA - OUTDATED? (posted on website)				YES	Documents / Governing Documents	YES	NO
Seaside Village FHA Approval from HUD - Expire 3/23/2023	YES	YES		YES	Documents / Governing Documents	YES	NO
Certificates of Insurance - 2023 Coverage	YES	YES		YES	Documents / Insurance	YES	NO
Homeowner Insurance Brochure	NO	NO		YES	Documents / Insurance	YES	NO
General - Correspondence	NO	YES		YES	Documents / General	YES	YES
Committee Charters	NO	YES		YES	Documents / Committee Charters	YES	YES
Landscape Letters - Correspondence	NO	YES		YES	Documents / Landscape Letters	YES	YES
Delaware Lot / Appraisal	NO	YES		YES	Documents / Delaware Lot / Appraisal	YES	NO

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Meeting Agendas	NO	YES		YES	Documents / Meeting Agendas	YES	YES
Meeting Minutes	NO	YES		YES	Documents / Meeting Minutes	YES	YES
Newsletters	NO	YES		YES	Documents / Newsletters	NO	YES
Street Map	NO	YES		YES	Documents / Map	YES	NO
Annual Budget	YES	YES		YES	Documents / Annual Budget	YES	YES
Candidate Nomination & Statement Form - 2022	NO	YES		YES	Documents / Forms	YES	NO
Welcome Letter vers.1	NO	YES	Social	YES	Info	NO	NO
Coyote Information vers.1	NO	YES		YES	Info	NO	NO
SSV Document Inventory & Distribution	NO	NO	Continuity	YES	Info	NO	NO
Seaside Village Document Revision Log	NO	NO	Continuity	NO			
NOTES:							
Rules and Regs written using Arial font, 10 pts, aligning the text LEFT. Most documents should use the same font, size and format.							
The title of most documents posted to the website should start with a date.							
Generally the date format is YYYY-MM-DD. The date format for the NEWSLETTERS is YYYY-MM.							
All documents should be searchable and open in a new window.							
Generally the folder contents are sorted in ascending date sequence.							
If a date is not included in the name of the document, the document is sorted in alphabetical order.							