

- **Plot Plan - A large scale, legible plot plan (site plan) showing all improvements, including location of recreational amenities and boundaries of future phases, if any. In certain cases, the map itself may serve as a plot plan.**
- **Floor Plan - This is applicable to hotels or motels and should reflect the dimensions for units. Include room number and other pertinent information which appropriately describe the unit layout.**
- **Vicinity Map - The developer should always submit a large scale, legible vicinity map showing the location of approaches to the subdivision and identifying "landmarks" to help locate the subdivision.**

DEVELOPER MAINTENANCE AND ASSESSMENT EXPENSE OBLIGATION

Reference: Security for Developer's Obligations as an Owner of Time-Share Interests. (Section 11241)

Bond, Letter of Credit, or Cash Deposit

The security shall not exceed the lesser of 50 percent of the anticipated cost of operation and maintenance of the time-share plan, including the establishment of reserves for replacement and major repair, for an operational period of one year or 100 percent of the assessments attributed to the total amount of the total unsold time-share interests owned by the developer and registered pursuant to the Time-Share Act of 2004.

COMMON AREA – COMPLETION AND CONVEYANCE

Completion and conveyance of the common areas is required by Business and Professions Code Sections 11230(completion) and 11254 (conveyance). Arrangements regarding these two elements must be completed prior to issuance of a Final Public Report. Common area completion and conveyance are separate concepts which need not occur simultaneously and should be processed as distinct requirements by the Deputy. Common areas are either to be owned by the purchasers as tenants in common or in fee by a legal entity such as a homeowners' association or corporation or by a combination of the two ownership forms. The ownership of the common areas will have some effect upon the manner in which the principles of completion and conveyance are processed. Personal property, such as furnishings of the accommodations, should be considered part of the common area improvements when considering completion arrangements. Any provision having to do with assuring completion of common area improvements should also expressly cover financial arrangements under Section 11230 for furnishing of the accommodations and conveying the accommodations to the time-share owners association (see Conveyance of Personal Property on Page 23).

Improvements Completed before Public Reports are Issued

If the applicant presents evidence that all improvements have been completed or will be completed before the Public Report is issued, we need only the assurance that improvements will be conveyed to purchasers or the homeowners' association lien-free. This can be accomplished by insisting upon escrow instructions that prohibit the impound depository from releasing any purchaser's funds from the impound until the time-share interest has been conveyed lien-free to the purchaser or that alternative arrangements for lien-free conveyance of the common area are made in compliance with Section 11244 of the Code.

If the developer completes all improvements before a public report is issued, provides evidence of completion to DRE, and there are no blanket encumbrances, then purchase monies may be disbursed to the developer following the seven-day cancellation period (Section 11243(b) of the Code).