

Developer to Owners Transition Checklist			
A. Association Documents		✓	Date Rec'd
A.1	Governing Documents - Articles of Incorporation (Certified Copy)		
A.2	Governing Documents - Bylaws		
A.3	Governing Documents - Covenant, Conditions, and Restrictions (CCR's)		
A.4	All Plats and Surveys, Architectural and Engineered Drawings		
A.5	Recorded Covenants and Restrictions		
A.6	Association Records such as all Meeting Minutes and Board Resolutions		
A.7	Deeds and Legal Descriptions of Common Areas		
A.8	Architectural Guidelines, Board Policies/Resolutions, Rules and Regulations and Schedules of Recordation		
A.9	Names, Addresses (including local and permanent ), Phone Number and Email (if avail.) of Owners(in alphabetical order)		
A.10	List of Common Areas Owned		
A.11	Member Files and Records, including Assessment Account Records, Correspondence, and Notice of Any Violations		
A.12	Any Government Permits issued to the Association		
A.13	Certificate of Good Standing from State		
A.14	Written Resignations from Developer's Directors		
A.15	Signature cards and banking resolutions for money accounts		
A.16	Transfer Association and Tax Identification Number		
B. Financial Documents (from date of creation to date of transfer)			
B.1	Audits		
B.2	Accounts Payable Ledgers and Schedules		
B.3	Accounts Receivable Ledgers and Schedules		
B.4	Bank Records and Reconciliation, including Statements, Checks, etc.		
B.5	Budgets		
B.6	Certificate of Deposits		
B.7	Charts of Accounts		
B.8	Checks (Paid and Received)		
B.9	Current Statement of Account Balances (including that of developer)		
B.10	Current Accounts Payable (invoices past/paid and outstanding)		
B.11	HOA funds, including operating funds, replacement reserves, investment accounts, and working capital		
B.12	Copies of Bonds or Letters of Credit posted with any state or local agency		
B.13	Expense Analyses and Expense Distribution Schedules		
B.14	Financial Statements		
B.15	General Ledger		
B.16	Inventories of Products, Materials, and Supplies		
B.17	Invoices from Vendors		
B.18	Invoices to Customers/Owners		
B.19	Notes Receivable Ledgers and Schedules		
B.20	All Tax Returns		
B.21	Replacement Reserve Records, including Costs, Depreciation Reserves, Depreciation Schedules, Blueprints and Plans, and Estimated Useful Life of Assets		
C. Operation and Maintenance			
C.1	Certificates of Occupancy for Common Elements		
C.2	Payroll Records and Summaries		
C.3	Contracts to which Association is a party		
C.4	All Correspondence (electronic and written)		
C.5	Employee Personnel Records		
C.6	Insurance Policies with copies of Certificates of Insurance (e.g., Directors & Officers, General Property & Liability, Workers Compensation, Fidelity Bonding, etc. )		
C.7	Insurance Records, Accident Reports, Claims		
C.8	Keys and Combinations		
C.9	Warranties from contractors, subcontractors, suppliers and manufacturers		
C.10	Reserves Studies		
C.11	Inventory of HOA Property		
C.12	Name, Address, and Telephone Number of Contractors/Subcontractors		
C.13	Government permits issued to the Association		
C.14	Proof of handover of ownership and control of all tangible property of the Association		
C.15	List of Tangible Property Owned by Association		
C.16	Permits or Notice of Code Violations Issued by County, Local, State, or federal government		