

HOA transition checklist

Finance

- Set up bank accounts
- Inspect financials
- Conduct audit
- Review reserve fund
- Conduct reserve study
- Review insurance policies and coverage
- Ensure all spending by developer is accounted for

Legal

- Ensure compliance with covenants
- Ensure compliance with County Law
- Enforce CCRs
- Hire/consult HOA attorney
- Provide resolutions as part of Board consultation

Board of Directors

- Election for the board of Directors
- Training for the board with developer
- Training for the board with attorney
- Establish Board committees
- Represent the community at the transition

Miscellaneous

- Review and record architectural modifications
- Hire an engineer to inspect the property
- Get all the documents and ask the Developer a lot of questions
- Setup a community website (Our marketing dept, made us include this one)