



## DEVELOPER TRANSITION DOCUMENT CHECKLIST

The following information, documents and materials should, to the fullest extent possible, be provided by the developer to the owner-controlled Association Board.

- 1. **Governing Documents** including: Articles of Incorporation, Bylaws, CC&Rs and Rules
- 2. **Minutes** (Board and member meetings) starting from the date of incorporation and/or first Board meeting
- 3. **Newsletters and Manager reports**
- 4. An **accounting** of Association funds & financial statements from the date the Association commenced receiving funds & ending on the date on which the developer control period ends
- 5. **Reserve Study** and any updates
- 6. The Association's **funds**, or control over the funds
- 7. All of the personal **property** of the Owners and the Association held or controlled by developer
- 8. Copies of the **plans and specifications**
- 9. All **insurance policies**
- 10. All governmental permits, licenses and/or recorded easements
- 11. **Roster of service providers**, including company name, individual to contact, contracts, etc.
- 12. **Roster of Owners** and their mortgagees, together with addresses and telephone numbers
- 13. Cable and/or satellite service agreement(s).
- 14. All **warranties** of contractors, subcontractors, suppliers and manufacturers that are still in effect (and assignments to the Association if the developer is the beneficiary)
- 15. Employment **contracts** and service contracts in which the Association is the contracting party
- 16. All documents used to for special or annual meetings where elections were conducted (to include notice, proxy, certificate of mailing, control list of the members, attendance records, together with the ballots)
- 17. The **resignations** of the developer's appointed members of the Board and officers
- 18. **Certificate of Good Standing** for the Association from the Secretary of State, dated just prior to transition or Current Fictitious Name Statement if unincorporated
- 19. **Signature cards** for all Association bank accounts and appropriate banking resolutions
- 20. Prior and current **budgets**
- 21. Prior year's income **tax returns** (State and Federal) and Tax ID numbers
- 22. **Change of address cards** for the billing of all services rendered to the Association (trash, utilities, etc)

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