

Cummings & Associates, Inc.

Transition Checklist

The declarant should provide the homeowner-controlled board with the following documents materials and assurances:

Declarant Documents

- Declaration or Master Deed and any supplements thereto as recorded and evidence that they have been provided to each owner
- Public Offering Statement or other Disclosure Document provided to purchasers
- List of all owners, name and address of mortgage companies with the individual loan number of each owner
- Certification that all future sales be registered with the association
- Certification that all rules, regulations, and restrictions were adopted following appropriate public notice and discussions with the affected owners
- Original copies of all contracts signed by the developer-controlled board
- Original copies of all employment contracts in which the association is a contracting party
- Insurance policies in which the association, or its directors and officers are named as insured persons
- Inventory of all tangible property belonging to the association

Association Documents

- Original or certified copy of the recorded Declaration and supplements and amendments, if any, and evidence that it has been provided to each owner
- Articles of Incorporation and acceptance by the State Corporation Commission
- Bylaws, including all properly adopted amendments
- Book of Resolutions
- Book of board meeting minutes and associated books and records
- Rules, regulations, and procedures adopted by the board
- Deeds or properties owned by the association or subject to the declaration

Financial Documents

- Annual State and Federal Tax Returns
- Any tax exempt election made by the developer's board and filed with the state and federal government
- Association budget, including backup worksheets
- Certified audit, prepared by an independent certified public accountant, of the association's books from the association's inception to the date of transfer of control
- Set of financial books, records, ledgers, and bills paid dating back to the first date of operations
- All association funds or control of them

Maintenance

- Set of "as built" drawings of all buildings, facilities, irrigation, and water and sewer systems that the association owns or will be responsible for maintaining
- Assure water retention plans and blueprints are recorded and clearly show

- maintenance responsibility
- As many sets of tract maps as possible (to help in planning and maintenance of the grounds)
- Inventory of all association property
- Set of landscape drawings and specifications showing all plants, lawns, etc.
- Quantities of association owned properties such as square feet of private road, sidewalks, trails, painted surface areas, lawn surface, ground cover, etc.; trees, bushes, etc.
- Schedule of useful expected life of products and materials owned or maintained by the association, including roofs, streets, paint, mechanical equipment, etc.
- Copies of warranties on all equipment and property owned or maintained by the association
- Specifications and a list of manufacturers or paints, siding, roofing materials, etc. used in common areas
- List of the construction contractors with contact names and numbers

Assurances

- Statement that all streets, traffic, safety, and regulatory signs are installed in conformance with applicable state or local ordinances and with the association's legal documents
- Confirmation from city or county authorities that the fire hydrants have been placed under the local government maintenance plan
- Confirmation that city or county emergency communications centers have mapped the association for the dispatch of emergency vehicles; make sure that addresses on private streets are visible to emergency personnel
- Statement of determination of public agency or utility maintenance responsibility for the street lights and sewer systems
- Statement that appropriate public agencies have or have not released the completion bonds on the improvements where those bonds are required
- Certificates of occupancy and/or other permits issued by governmental bodies

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