

COMMUNITY ASSOCIATION MANAGEMENT COMPANY TRANSITION CHECKLIST

The transition of records from a developer-controlled board to a member-controlled board requires clarity, timeliness, and mutual respect between the parties. The documentation of records transferred serves the interest of the Association and its members as well as the “new” and the “prior” management companies since doing so can eliminate future disputes and expenses. Below are listed documents that are among those typically transferred. There may be other documents unique to each community that should also be transferred, so each Association should consult with its attorney.

I. LEGAL DOCUMENTS

(including original and amended versions)

Document Type	Date Requested	Date Received	Document Location
Recorded CC&Rs, Condominium Plans, Easements, “Special Agreements”			
Recorded or Filed Maps and Deeds, Development Agreements			
DRE Public Reports and Budgets			
Declarations of Annexation			
Filed Articles of Incorporation			
Bylaws			
Rules			
Policies mandated by Davis-Stirling Common Interest Development Act			
Architectural Approval Request Forms and Forms Granting/Denying Requests			
CC&R Violation Letters			
Notices of Violation (for use in escrow as permitted by law)			
Legal Options			

II. MISCELLANEOUS DOCUMENTS

Document Type	Date Requested	Date Received	Document Location
Annual Secretary of State Notices (directors and officers)			
Law Suit Settlements			
Law Suit Records			
CID Registry			
Bonds			
Loan Documents			
Senior Age Housing Verifications			
Senior Housing Age Verifications (original to current)			
Senior Housing Federal Compliance Certificates			
Master Leases and share certificates (Co-ops)			

III. FINANCIAL DOCUMENTS

Document Type	Date Requested	Date Received	Document Location
Budget and Back Up Worksheets			
Reserve Studies			
Balance Sheets, Ledgers, Bank Statements, Bills, Income Statements			
Cancelled Checks (2 years)			
Accounts Receivable, Account Payable			
Record of Assessment Collection			
Activities, Pending Foreclosures			
Tax Returns (7 years), Tax ID Number			
Evidence of Tax Exempt Status			

IV. MAINTENANCE AND BUILDING RECORDS

Document Type	Date Requested	Date Received	Document Location
Inventory of Association Real and Personal Property			
Warranties			
List of Original Contractors			
List of Current Vendors and Service Providers			
Building Plans and Specifications			
Operating & Maintenance Manuals			
Expert Reports re Building/Site Conditions			
Owner Maintenance Questionnaires			
Locations of Key Building Components (water shut-off/irrigation valves; sewer cleanouts)			
City or Other Agency Approvals (OSHA, etc.)			

V. DAY TO DAY RECORDS

Document Type	Date Requested	Date Received	Document Location
List of Member's Names and Contact Information and Emergency Contacts (Mailing Addresses, Telephone Numbers & E-Mail Addresses)			
List of Owner "opt-outs" of Membership Directory Contact Information			
Parking and Parking Sticker Information (Vehicle Type and License Numbers)			
Voting Records, Form Notices, Ballots, Proxies			
Service Contracts			
Insurance Policies			
Pending Insurance Claims			
Disclosures to Owners re Pending Legal and Claim Matters			
Newsletters			
Keys			
Minutes and Resolutions Books (member, board, committees)			
Unit/Lot File			
Open Escrows			
Pending Special Assessment Information			
Management Reports and Agendas			