Wood Property Management™

YOUR PARTNERS IN PROPERTY SUCCESS

HOA MANAGEMENT TRANSITION CHECKLIST

A board-ready roadmap for changing management companies without losing records, funds, deadlines, or homeowner trust.

COVERS:

- ☐ Contract review and board authorization
- ☐ Records and data transfer
- ☐ Banking and accounting transition
- ☐ Homeowner and vendor communication
- ☐ 30 / 60 / 90-day milestones

Bring this checklist to the Board meeting and assign every action before the transition begins.

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SECTION 01

Board Transition Action Sheet

Use this page during the Board meeting to define authority, timing, and accountability before any termination notice or financial transfer occurs.

ASSOCIATION LEGAL NAME

COMMUNITY / PROPERTY NAME

NUMBER OF UNITS

BOARD TRANSITION LEAD

OUTGOING MANAGEMENT COMPANY

INCOMING MANAGEMENT COMPANY

CONTRACT NOTICE DEADLINE

PROPOSED MANAGEMENT START DATE

BANKING CUTOVER DATE

HOMEOWNER ANNOUNCEMENT DATE

BOARD DECISIONS REQUIRED

DONE	ACTION ITEM	OWNER / DUE
☐	Review the current management agreement Confirm termination rights, notice requirements, fees, record ownership, and required delivery method.	Owner: _____ Due: _____
☐	Authorize contract termination Document the vote in approved minutes or a written Board resolution.	Owner: _____ Due: _____
☐	Approve the incoming management agreement Confirm scope, authority limits, fees, start date, insurance, and transition duties.	Owner: _____ Due: _____
☐	Appoint one Board transition lead Route requests and decisions through one designated director to prevent conflicting instructions.	Owner: _____ Due: _____
☐	Approve banking authority Identify authorized signers, approval thresholds, reserve controls, and fraud-prevention procedures.	Owner: _____ Due: _____
☐	Approve the homeowner communication plan Set the announcement date, payment instructions, portal launch, and contact information.	Owner: _____ Due: _____

Board-control principle
The Board remains the Association's governing and fiduciary authority. The management company administers the process, performs the contracted work, and acts within authority delegated by the Board and governing documents.

BOARD NOTES / OPEN QUESTIONS

SECTION 02

Contract Review and Board Authorization

Do not rely on memory or verbal statements. Use the executed agreement, all amendments, and the Association's governing documents to establish the correct termination process.

DONE	ACTION ITEM	OWNER / DUE
☐	Collect the complete contract file Obtain the signed agreement, amendments, addenda, service schedules, fee schedules, renewal notices, and related Board resolutions.	Owner: _____ Due: _____
☐	Confirm the correct legal parties Verify the Association's legal name, the management company's legal name, and the individuals authorized to sign.	Owner: _____ Due: _____
☐	Identify the current term Record the effective date, expiration date, renewal date, and whether the agreement automatically renews.	Owner: _____ Due: _____
☐	Calculate the notice deadline Determine the exact number of days required and the last date on which notice may be delivered.	Owner: _____ Due: _____
☐	Confirm the required delivery method Check whether notice must be sent by certified mail, personal delivery, email, or another method.	Owner: _____ Due: _____
☐	Review termination rights Separate termination without cause, termination for cause, cure periods, and immediate termination provisions.	Owner: _____ Due: _____
☐	Identify transition and early-exit charges Review administrative fees, liquidated damages, document-export fees, final accounting charges, or software termination costs.	Owner: _____ Due: _____
☐	Confirm record and data ownership Determine the Association's right to receive original records, electronic exports, credentials, historical ledgers, and correspondence.	Owner: _____ Due: _____
☐	Review banking provisions Determine who controls accounts, who may remove signers, and what cooperation is required at termination.	Owner: _____ Due: _____
☐	Review software and digital assets Identify ownership of portals, websites, domains, social accounts, phone numbers, email addresses, cloud folders, and stored data.	Owner: _____ Due: _____
☐	Inventory unresolved matters List claims, litigation, collections, violations, architectural requests, insurance matters, contracts, and open maintenance issues.	Owner: _____ Due: _____
☐	Obtain legal review when needed Use Association counsel if the notice requirement, damages, records obligation, or termination authority is disputed or unclear.	Owner: _____ Due: _____
☐	Adopt a Board resolution Authorize termination, select the new manager, appoint the transition lead, and approve necessary banking actions.	Owner: _____ Due: _____
☐	Deliver termination notice and retain proof Keep the final notice, mailing receipt, delivery confirmation, email record, and Board authorization together.	Owner: _____ Due: _____
☐	Control external communications Direct directors and volunteers not to negotiate separate terms or send inconsistent instructions during the handoff.	Owner: _____ Due: _____

SECTION 03

Transition Governance and Handoff Plan

A controlled transition requires one schedule, one request list, one open-items tracker, and a defined escalation path.

DONE	ACTION ITEM	OWNER / DUE
☐	Execute the new management agreement Complete the agreement before the management start date and provide all approved schedules and exhibits.	Owner: _____ Due: _____
☐	Create a master transition calendar Include notice delivery, records deadlines, bank setup, payment conversion, homeowner notices, portal launch, and first reporting date.	Owner: _____ Due: _____
☐	Create a responsibility matrix Assign each task to the Board, outgoing manager, incoming manager, CPA, attorney, bank, insurance agent, or vendor.	Owner: _____ Due: _____
☐	Issue one written records request Use a detailed inventory with file formats, date ranges, account numbers, and secure transfer instructions.	Owner: _____ Due: _____
☐	Schedule recurring handoff meetings Hold weekly transition calls until banking, records, access, and open operational items are stable.	Owner: _____ Due: _____
☐	Create an open-items tracker Record the issue, status, responsible person, next action, deadline, and supporting documents.	Owner: _____ Due: _____
☐	Prioritize critical risks Address life-safety matters, active leaks, utility shutoff risks, insurance deadlines, payroll, litigation, and statutory filing dates first.	Owner: _____ Due: _____
☐	Establish the escalation path Define who decides urgent matters, spending limits, Board notification requirements, and after-hours procedures.	Owner: _____ Due: _____
☐	Inventory all access credentials List keys, fobs, codes, lockboxes, bank access, software accounts, shared drives, websites, email, and vendor portals.	Owner: _____ Due: _____
☐	Use secure data-transfer methods Do not send owner records, account ledgers, bank data, access codes, or legal files through unsecured links or personal accounts.	Owner: _____ Due: _____
☐	Set confidentiality expectations Limit transition records to people with an operational need and preserve attorney-client and owner-account confidentiality.	Owner: _____ Due: _____
☐	Require a final outgoing-manager report Request bank status, unpaid invoices, owner balances, pending decisions, open work orders, deadlines, and unresolved disputes.	Owner: _____ Due: _____
☐	Acknowledge records received Document what was received, what is incomplete, the date received, file condition, and follow-up deadline.	Owner: _____ Due: _____
☐	Set a transition-completion standard Do not close the transition until records, funds, credentials, owner balances, vendors, and critical deadlines are verified.	Owner: _____ Due: _____

Data-security rule
Use Association-controlled accounts and secure transfer methods. Remove former users promptly, preserve audit trails, and never share a single login among multiple directors or vendors.

SECTION 04

Records Transfer Inventory

Request complete, usable, and organized records. A file is not complete merely because a folder was transferred; confirm date ranges, balances, attachments, and export readability.

Governing and corporate records

DONE	RECORD SET TO RECEIVE AND VERIFY	OWNER / DUE
☐	Articles of incorporation, bylaws, declaration, plats, amendments, rules, policies, resolutions, and recorded documents.	Owner: _____ Due: _____
☐	Board and membership meeting notices, agendas, minutes, ballots, proxies, election materials, and annual-meeting records.	Owner: _____ Due: _____
☐	Current director and officer roster, terms, committee appointments, and authorized signers.	Owner: _____ Due: _____
☐	Ownership roster, mailing addresses, email addresses, occupancy status, tenant information, and communication preferences.	Owner: _____ Due: _____
☐	Insurance policies, certificates, claims history, loss runs, broker contacts, and renewal dates.	Owner: _____ Due: _____

Financial and accounting records

DONE	RECORD SET TO RECEIVE AND VERIFY	OWNER / DUE
☐	Current and prior budgets, monthly financial statements, general ledger, trial balance, chart of accounts, and budget-to-actual reports.	Owner: _____ Due: _____
☐	Bank statements, reconciliations, check images, deposit records, reserve statements, investment statements, and loan documents.	Owner: _____ Due: _____
☐	Owner ledgers, assessment schedules, special assessments, delinquency reports, payment plans, collection files, credits, and write-offs.	Owner: _____ Due: _____
☐	Accounts payable, unpaid invoices, vendor statements, approvals, recurring charges, prepaid expenses, deposits, and outstanding checks.	Owner: _____ Due: _____
☐	Tax returns, 1099 records, W-9 forms, audits, reviews, compilations, CPA workpapers provided to the Association, and filing confirmations.	Owner: _____ Due: _____
☐	Reserve studies, capital plans, fixed-asset schedules, depreciation records, restricted-fund records, and investment policies.	Owner: _____ Due: _____

Operational, legal, and property records

DONE	RECORD SET TO RECEIVE AND VERIFY	OWNER / DUE
☐	Vendor contracts, proposals, warranties, service logs, certificates of insurance, permits, licenses, and inspection reports.	Owner: _____ Due: _____
☐	Open and historical work orders, maintenance requests, preventive-maintenance schedules, project files, bids, and completion records.	Owner: _____ Due: _____
☐	Utility accounts, meter information, emergency contacts, building plans, equipment manuals, keys, fobs, codes, and access-device logs.	Owner: _____ Due: _____
☐	Violation history, hearing records, fines, architectural requests, approvals, leases, rental registrations, parking, pet, and vehicle records.	Owner: _____ Due: _____
☐	Attorney correspondence, litigation, liens, collections, claims, subpoenas, disputes, settlements, and privileged file-transfer instructions.	Owner: _____ Due: _____

DONE	RECORD SET TO RECEIVE AND VERIFY	OWNER / DUE
☐	Incident reports, insurance claims, safety concerns, fire inspections, elevator records, sprinkler records, and other compliance deadlines.	Owner: _____ Due: _____
☐	Website, domain, social media, resident portal, shared drive, email, phone, payment processor, and software-administrator credentials.	Owner: _____ Due: _____
☐	Homeowner communications, newsletters, templates, forms, mailing lists, returned mail, and unresolved correspondence.	Owner: _____ Due: _____

Verification standard
Confirm that electronic files open correctly, spreadsheets retain formulas where needed, owner balances reconcile to the general ledger, attachments are present, and encrypted files include working credentials.

MISSING RECORDS / DEFICIENCY TRACKER

RECORD OR DEFICIENCY	REQUESTED FROM	DUE DATE	STATUS

BOARD NOTES / OPEN QUESTIONS

SECTION 05

Banking and Financial Transition

Protect funds through Board-controlled accounts, documented authority, complete reconciliations, and a clear accounting cutoff. Never transfer money based only on an email request.

DONE	ACTION ITEM	OWNER / DUE
☐	Inventory every financial account List operating, reserve, investment, certificate, loan, merchant, lockbox, debit-card, and online-payment accounts.	Owner: _____ Due: _____
☐	Approve bank resolutions and signers Document authorized signers, online users, payment approvers, spending limits, and reserve-transfer controls.	Owner: _____ Due: _____
☐	Gather bank-opening documents Prepare the EIN confirmation, articles, bylaws, Board resolution, identification, beneficial-owner information, and contact records.	Owner: _____ Due: _____
☐	Establish separate operating and reserve controls Keep restricted and reserve funds properly segregated and visible in the accounting records.	Owner: _____ Due: _____
☐	Enable dual controls Require appropriate separation between invoice entry, approval, payment release, bank reconciliation, and statement review.	Owner: _____ Due: _____
☐	Activate fraud protections Consider positive pay, ACH filters, transaction alerts, check controls, strong authentication, and least-privilege access.	Owner: _____ Due: _____
☐	Set the accounting cutoff date Define the last day the outgoing manager posts receipts, issues payments, or changes owner balances.	Owner: _____ Due: _____
☐	Reconcile through the cutoff date Require final reconciliations, bank statements, outstanding-check lists, deposits in transit, and unreconciled-item explanations.	Owner: _____ Due: _____
☐	Verify cash and reserve balances Compare bank balances to the general ledger, reserve schedules, owner ledgers, and outstanding obligations.	Owner: _____ Due: _____
☐	Transfer funds with written confirmation Use verified bank instructions and retain transfer confirmations, deposit receipts, and Board approval.	Owner: _____ Due: _____
☐	Establish beginning balances Load and validate the opening trial balance, owner receivables, prepaid balances, credits, liabilities, reserves, and equity.	Owner: _____ Due: _____
☐	Convert owner payment methods Provide new lockbox, mailing, portal, ACH, and online-payment instructions with an effective date.	Owner: _____ Due: _____
☐	Handle existing autopay and ACH carefully Confirm authorization requirements and do not assume payment credentials may be moved between processors.	Owner: _____ Due: _____
☐	Address outstanding checks and returned payments Decide whether checks remain valid, must be reissued, or require stop-payment action.	Owner: _____ Due: _____
☐	Update recurring payments and deposits Change utilities, insurance, loans, vendor autopay, interest deposits, and other automated transactions.	Owner: _____ Due: _____
☐	Provide CPA and tax access Ensure the independent accountant receives appropriate reports, statements, reconciliations, and year-to-date detail.	Owner: _____ Due: _____
☐	Remove former access after verification Disable outgoing users only after required records, reports, statements, and final transactions are secured.	Owner: _____ Due: _____

DONE	ACTION ITEM	OWNER / DUE
☐	Complete a post-cutover reconciliation Reconcile the first statement under the new structure and report exceptions to the Board.	Owner: _____ Due: _____

Fraud-prevention check
Banking instructions should be independently verified using known contact information. Do not rely on changed wiring or ACH instructions contained only in an email thread.

BANKING CUTOVER CONFIRMATION

FINAL RECONCILIATION DATE

FUNDS VERIFIED BY

FORMER BANK ACCESS REMOVED DATE

FIRST NEW-BANK RECONCILIATION DATE

BANK ACCOUNT / PAYMENT CUTOVER LOG

ACCOUNT OR SYSTEM	CUTOVER ACTION	VERIFIED BY	DATE

SECTION 06

Operations, Vendors, Insurance, and Compliance

Management changes do not pause contracts, emergency responsibilities, inspections, claims, or maintenance. Preserve continuity while the Board evaluates future changes.

DONE	ACTION ITEM	OWNER / DUE
☐	Create the vendor and contract register List scope, contact, term, renewal, termination deadline, insurance status, payment terms, and open obligations.	Owner: _____ Due: _____
☐	Notify active vendors Provide the effective date, new invoice address, work-order process, authorization limits, emergency contact, and payment instructions.	Owner: _____ Due: _____
☐	Verify vendor documentation Collect current W-9 forms, certificates of insurance, licenses, contracts, and required endorsements.	Owner: _____ Due: _____
☐	Inventory open work orders and projects Record status, cost, approvals, deposits, warranties, access needs, next actions, and Board decisions.	Owner: _____ Due: _____
☐	Confirm emergency procedures Verify after-hours contacts, shutoff locations, restoration vendors, access instructions, and Board notification rules.	Owner: _____ Due: _____
☐	Transfer utility and service accounts Confirm billing address, authorized users, account numbers, service contacts, and interruption risks.	Owner: _____ Due: _____
☐	Review recurring inspections and licenses Calendar fire, elevator, sprinkler, backflow, pool, stormwater, municipal, and other required inspections.	Owner: _____ Due: _____
☐	Coordinate insurance continuity Confirm policy status, broker contacts, open claims, deductibles, renewal submissions, certificates, and loss-control requirements.	Owner: _____ Due: _____
☐	Coordinate legal and collection matters Provide counsel and collection vendors with new contacts, authority limits, status requests, and secure record access.	Owner: _____ Due: _____
☐	Inspect the property during onboarding Document observable condition, deferred maintenance, active damage, access issues, safety concerns, and priority projects.	Owner: _____ Due: _____
☐	Create a preventive-maintenance calendar Schedule recurring service, seasonal work, inspections, warranties, reserve projects, and contract-renewal reviews.	Owner: _____ Due: _____
☐	Inventory physical access Account for keys, fobs, remotes, gate credentials, lockboxes, storage areas, mechanical rooms, and vendor access.	Owner: _____ Due: _____
☐	Define invoice approval workflow Document who verifies work, who approves payment, required supporting documents, and Board approval thresholds.	Owner: _____ Due: _____
☐	Define procurement standards Set bidding requirements, conflict disclosures, emergency exceptions, vendor-selection documentation, and contract authority.	Owner: _____ Due: _____
☐	Triage resident requests and violations Separate emergencies, owner responsibility, common-element work, rule enforcement, architectural matters, and unresolved complaints.	Owner: _____ Due: _____
☐	Build the compliance calendar Include annual meetings, budgets, taxes, insurance, corporate filings, reserve decisions, notices, and contract deadlines.	Owner: _____ Due: _____

SECTION 07

Homeowner Communication and Systems Launch

Clear communication reduces missed payments, duplicate requests, rumors, and frustration. Announce what is changing, what is not changing, and exactly what owners must do.

DONE	ACTION ITEM	OWNER / DUE
☐	Approve one official announcement The Board should approve the message, sender, delivery methods, timing, and translated or accessible versions when needed.	Owner: _____ Due: _____
☐	State the effective date Clearly identify the final day with the outgoing manager and the first day with the incoming manager.	Owner: _____ Due: _____
☐	Explain roles and authority Clarify that the Board governs the Association and the manager administers contracted operations under Board direction.	Owner: _____ Due: _____
☐	Provide complete contact information Include office phone, email, mailing address, business hours, emergency contact, and expected response standards.	Owner: _____ Due: _____
☐	Provide payment instructions State where, when, and how assessments must be paid; identify old payment methods that should stop.	Owner: _____ Due: _____
☐	Launch the resident portal Provide registration steps, support contact, mobile access, payment options, and the date portal functions become active.	Owner: _____ Due: _____
☐	Explain maintenance-request procedures Identify emergency versus routine requests, required information, photos, access authorization, and owner-responsibility limits.	Owner: _____ Due: _____
☐	Update owner and resident records Request mailing address, email, phone, occupancy, tenant, vehicle, pet, emergency, and communication-preference updates.	Owner: _____ Due: _____
☐	Communicate privacy practices Explain how personal, financial, violation, and account information will be handled and who may access it.	Owner: _____ Due: _____
☐	Publish a transition FAQ Address payments, autopay, portal access, open work orders, violations, meetings, documents, and emergency service.	Owner: _____ Due: _____
☐	Use multiple reminders Send reminders approximately 30, 14, and 7 days before payment or portal changes when the schedule permits.	Owner: _____ Due: _____
☐	Track undeliverable communications Follow up on returned mail, bounced email, invalid phone numbers, and owners who have not registered.	Owner: _____ Due: _____
☐	Notify tenants when appropriate Coordinate through owners and follow governing-document requirements for tenant communication and access.	Owner: _____ Due: _____
☐	Notify key external parties Update the bank, CPA, attorney, insurance broker, vendors, municipality, registered agent, and other operational contacts.	Owner: _____ Due: _____
☐	Measure launch completion Track portal registrations, payment conversions, failed payments, owner questions, unresolved work orders, and communication gaps.	Owner: _____ Due: _____

Suggested announcement headline
New HOA Management Partnership: Important Contact, Payment, and Resident Portal Information

SECTION 08

First 30 Days: Stabilize and Verify

The first month is for control, reconciliation, communication, and risk triage - not unnecessary process changes.

DONE	30-DAY MILESTONE	OWNER / DUE
☐	Records receipt audit completed Identify missing records, unreadable files, date gaps, and follow-up deadlines.	Owner: _____ Due: _____
☐	Bank accounts and access verified Confirm balances, signers, permissions, alerts, reserve segregation, and transaction controls.	Owner: _____ Due: _____
☐	Opening balances reconciled Validate owner ledgers, prepaid balances, credits, liabilities, cash, reserves, and outstanding checks.	Owner: _____ Due: _____
☐	Homeowner onboarding launched Deliver communications, activate portal access, and track incomplete registrations.	Owner: _____ Due: _____
☐	Payment conversion monitored Review failed payments, misdirected checks, duplicate payments, lockbox issues, and owner questions.	Owner: _____ Due: _____
☐	Vendor continuity confirmed Verify contacts, insurance, invoicing, emergency coverage, recurring schedules, and open commitments.	Owner: _____ Due: _____
☐	Initial property inspection completed Document immediate safety issues, active damage, maintenance backlog, and capital concerns.	Owner: _____ Due: _____
☐	Open work orders triaged Classify emergencies, high-priority repairs, owner responsibility, pending Board decisions, and stale requests.	Owner: _____ Due: _____
☐	Compliance calendar established Enter all known meeting, tax, insurance, filing, inspection, renewal, and notice deadlines.	Owner: _____ Due: _____
☐	First Board transition report delivered Report funds, records, owner onboarding, vendors, open risks, decisions needed, and next milestones.	Owner: _____ Due: _____
☐	Emergency process tested Confirm after-hours contact, call routing, access, vendor response, and Board escalation.	Owner: _____ Due: _____
☐	Unresolved risk register created List every material gap, impact, responsible party, corrective action, and due date.	Owner: _____ Due: _____

30-DAY BOARD REVIEW

DATE REVIEWED

BOARD DECISION / FOLLOW-UP DATE

TRANSITION STATUS: ON TRACK / AT RISK / DELAYED

BOARD LEAD SIGNATURE

BOARD NOTES / OPEN QUESTIONS

SECTION 09

Days 31-60: Normalize and Improve

After stabilization, establish repeatable reporting, vendor oversight, maintenance planning, and Board-management workflows.

DONE	60-DAY MILESTONE	OWNER / DUE
☐	First complete monthly financial packet delivered Include balance sheet, income statement, budget variance, bank reconciliation, reserve activity, AP, AR, and owner delinquency detail.	Owner: _____ Due: _____
☐	Owner ledger exceptions resolved Correct unsupported balances, duplicate charges, unapplied cash, missing credits, and transfer errors.	Owner: _____ Due: _____
☐	Delinquency and collection review completed Confirm balances, notice history, payment plans, attorney files, Board policy, and required next actions.	Owner: _____ Due: _____
☐	Contract inventory reviewed with the Board Identify renewals, termination windows, cost concerns, missing insurance, and bidding opportunities.	Owner: _____ Due: _____
☐	Preventive-maintenance plan activated Assign recurring tasks, seasonal service, inspection dates, and responsibility for completion verification.	Owner: _____ Due: _____
☐	Vendor performance reviewed Evaluate responsiveness, scope compliance, pricing, documentation, homeowner impact, and unresolved deficiencies.	Owner: _____ Due: _____
☐	Violation and architectural files normalized Confirm status, notices, hearings, approvals, deadlines, and consistent recordkeeping.	Owner: _____ Due: _____
☐	Reserve and capital priorities compared Compare current condition, reserve study, funding levels, planned projects, and urgent deferred maintenance.	Owner: _____ Due: _____
☐	Communication performance measured Review response times, portal use, recurring questions, missed contacts, and homeowner education needs.	Owner: _____ Due: _____
☐	Board-management workflow refined Confirm meeting preparation, invoice approvals, reporting deadlines, decision logs, and communication channels.	Owner: _____ Due: _____
☐	Board orientation completed Review fiduciary roles, authority limits, records, financial controls, maintenance decisions, and manager responsibilities.	Owner: _____ Due: _____
☐	60-day progress report approved Document improvements, remaining risks, decisions needed, and priorities for the 90-day closeout.	Owner: _____ Due: _____

60-DAY BOARD REVIEW

DATE REVIEWED

BOARD DECISION / FOLLOW-UP DATE

TRANSITION STATUS: ON TRACK / AT RISK / DELAYED

BOARD LEAD SIGNATURE

SECTION 10

Days 61-90: Close the Transition and Set the Annual Plan

The transition is complete when the Association can verify its funds, records, deadlines, operational responsibilities, and management performance.

DONE	90-DAY MILESTONE	OWNER / DUE
☐	Complete the final transition audit Verify records, funds, credentials, contracts, owner balances, open items, and compliance deadlines.	Owner: _____ Due: _____
☐	Close or escalate remaining records gaps Document unavailable records, recovery efforts, operational impact, and legal or accounting follow-up.	Owner: _____ Due: _____
☐	Deliver the 90-day management report Summarize financial position, maintenance, vendors, owner communication, compliance, risks, and Board decisions.	Owner: _____ Due: _____
☐	Establish performance indicators Approve targets for response time, financial reporting, collections, work-order aging, preventive maintenance, and project delivery.	Owner: _____ Due: _____
☐	Approve the 12-month operating calendar Schedule meetings, budgets, annual meeting, inspections, tax work, insurance, renewals, projects, and owner education.	Owner: _____ Due: _____
☐	Approve maintenance and capital priorities Rank safety, asset preservation, reserve projects, deferred work, and discretionary improvements.	Owner: _____ Due: _____
☐	Review vendor strategy Decide which contracts to retain, rebid, modify, or terminate and document any conflicts or performance concerns.	Owner: _____ Due: _____
☐	Review insurance and risk controls Confirm coverage, open claims, deductibles, safety recommendations, emergency procedures, and renewal preparation.	Owner: _____ Due: _____
☐	Evaluate homeowner onboarding Review registrations, payment adoption, unresolved communication issues, and opportunities for education.	Owner: _____ Due: _____
☐	Evaluate the management partnership Review scope delivery, communication, reporting, responsiveness, authority boundaries, and Board satisfaction.	Owner: _____ Due: _____
☐	Approve corrective actions Assign owners and dates for unresolved risks, accounting items, projects, records gaps, and policy changes.	Owner: _____ Due: _____
☐	Formally close the transition phase Record the Board's acceptance of the transition report and move remaining items into normal operations.	Owner: _____ Due: _____

90-DAY BOARD REVIEW AND TRANSITION CLOSEOUT

DATE REVIEWED

BOARD MOTION / RESOLUTION REFERENCE

TRANSITION ACCEPTED: YES / NO / CONDITIONAL

BOARD LEAD SIGNATURE

SECTION 11

Board Approval and Transition Record

Retain this completed checklist with Board minutes, resolutions, contracts, notices, bank documentation, records receipts, and the 90-day transition report.

ASSOCIATION LEGAL NAME	TRANSITION START DATE
OUTGOING MANAGEMENT END DATE	INCOMING MANAGEMENT EFFECTIVE DATE
FINAL RECORDS RECEIPT DATE	FINAL FUNDS TRANSFER DATE
30-DAY REVIEW DATE	60-DAY REVIEW DATE
90-DAY REVIEW DATE	TRANSITION CLOSEOUT DATE

BOARD ACKNOWLEDGMENT

Recordkeeping statement
The undersigned acknowledge that the Board reviewed the transition status reflected in this checklist. Completion of this document does not waive unresolved claims, missing records, accounting differences, contractual rights, or legal obligations. The Association should retain supporting documentation and consult its attorney, CPA, insurance professional, or other advisors as appropriate.

BOARD PRESIDENT / AUTHORIZED DIRECTOR	DATE
BOARD SECRETARY / AUTHORIZED DIRECTOR	DATE
INCOMING MANAGEMENT REPRESENTATIVE	DATE

FINAL BOARD NOTES

Planning resource notice
This checklist is an operational planning tool and is not legal, tax, accounting, banking, insurance, engineering, or reserve-study advice. The executed management agreement, governing documents, Board resolutions, professional advice, and applicable law control.

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