

HOA Board Transition Checklist

A complete handoff guide for outgoing and incoming board members

Use this checklist to ensure a complete, documented transfer of responsibilities, records, access credentials, and institutional knowledge. Both outgoing and incoming board members should participate in the handoff. Keep a signed copy with the association's permanent records.

Association Name: _____

Transition Date: _____

Outgoing Board Member / Role: _____

Incoming Board Member / Role: _____

Management Company (if applicable): _____

1. Governing Documents & Legal Records

& CC&Rs (Declaration of Covenants, Conditions & Restrictions)

Confirm current version with all recorded amendments

& Bylaws

Confirm current version with all amendments

& Articles of Incorporation

Verify state filing is current

& Rules & Regulations

Include all board-adopted rule changes

& All recorded amendments

Each amendment filed separately with the county

& Plat map / condominium plan / survey

& State registration / annual report filings

Confirm nonprofit status is current

& Prior legal correspondence & litigation files

Any active or recently closed legal matters

Notes — Governing Documents

2. Financial Records

& Current year adopted budget

& Year-to-date financial statements

Income statement and balance sheet

& Prior 3 years of annual financial statements

& Prior 3 years of bank reconciliations

& Current reserve fund balance confirmation

Statement from reserve account showing current balance

& Most recent reserve study

Full report with percent-funded calculation

& Prior reserve studies (keep permanently)

- & Tax returns — prior 7 years
Form 1120-H or 1120
- & Audit / review reports (if applicable)
CPA-prepared reports for prior years
- & Delinquency aging report
Current list of owners with unpaid assessments
- & Collections files for accounts in collections
- & Pending invoices / outstanding payables

Notes — Financial Records

3. Meeting Minutes & Board Resolutions

- & All approved board meeting minutes — current year
- & All approved board meeting minutes — prior years (keep permanently)
- & Annual meeting minutes — current and prior years
- & Special meeting minutes (if any)
- & Executive session summaries / records (if maintained)
- & Written board resolutions and policies
Any standing resolutions adopted by the board
- & Architectural review decisions and records
Applications, approvals, denials, and correspondence
- & Election records — proxies, ballots (retain 1 year minimum)

Notes — Minutes & Resolutions

4. Vendor Contracts & Service Relationships

- & Management agreement (if professionally managed)
Note expiration date and termination notice requirement
- & Landscaping / groundskeeping contract
Expiration: _____ Notice required: _____
- & Pool / spa maintenance contract
Expiration: _____ Notice required: _____
- & Elevator service contract (if applicable)
Expiration: _____ Notice required: _____
- & Gate / security system contract
Expiration: _____ Notice required: _____
- & Pest control contract
- & Trash / recycling service agreement
- & Internet / cable bulk service agreement (if applicable)
- & Snow removal / seasonal contracts
- & Other active contracts (list in notes below)
- & Vendor contact list
Primary contact name, phone, email for each active vendor
- & Pending bids or RFPs in progress

Notes — Vendors / Active Contracts (list additional contracts here)

5. Insurance Records

- & Property insurance — current certificate
Policy #: _____ Carrier: _____ Renewal: _____
- & General liability — current certificate
Policy #: _____ Carrier: _____ Renewal: _____
- & Directors & Officers (D&O) — current certificate
Policy #: _____ Carrier: _____ Renewal: _____
- & Fidelity / crime coverage — current certificate
Policy #: _____ Carrier: _____ Renewal: _____
- & Workers' compensation (if association employs staff)
- & Umbrella policy (if applicable)
- & Insurance agent contact information
Name, phone, email
- & Open or recently closed insurance claims
Provide claim numbers, status, and contact at carrier

Notes — Insurance

6. Banking & Financial Accounts

- & Operating account — bank name, account number, branch contact
Bank: _____ Account #: _____
- & Reserve account — bank name, account number
Bank: _____ Account #: _____
- & Any additional accounts (money market, CD, etc.)
- & Add incoming board member / authorized signer to all accounts
Obtain signature card(s) from the bank
- & Remove outgoing board member as authorized signer
Confirm with bank that change is processed before transition
- & Online banking access transferred or reset
Do not share credentials — set up new login for incoming member
- & Payment platform access (bill pay, ACH) transferred
- & Assessment collection platform / lockbox — access updated
- & Confirm association is named on accounts (not individual names)
- & Reserve account dual-authorization requirement confirmed
Withdrawals from reserve should require two authorized signers

Notes — Banking

7. Passwords, Logins & System Access

Transfer access by updating credentials or reassigning accounts — do not simply share outgoing member's personal login. Use a secure method (encrypted email, password manager, or in-person) to transmit credentials.

- & Association email account(s)
Address: _____ Transfer method: _____

- & Document storage / records system
Platform: _____ Access updated: _____
- & Homeowner portal / management software login
Platform: _____ Access updated: _____
- & Online banking login (create new — do not share)
Bank: _____ New login created: _____
- & Assessment collection platform login
- & HOA website admin login (if association maintains website)
- & Community gate / access system admin login
- & Security / camera system admin login (if applicable)
- & Domain registrar login (if association owns a domain)
- & Social media accounts (if association maintains any)
- & Shared password manager access transferred (if used)

Notes — Passwords & Access

8. Open Projects, Pending Matters & Institutional Knowledge

- & Capital improvement projects in progress
Describe project, contractor, current status, and next steps
- & Pending board decisions (tabled items)
List any matters that require action at the next meeting
- & Active homeowner disputes or violation files
Owner name / unit, issue, current status
- & Pending or threatened litigation
Provide summary and attorney contact information
- & Active insurance claims
Claim numbers and carrier contacts
- & Ongoing collections matters
Delinquent owners in attorney collections
- & Upcoming contract renewals or expirations (next 12 months)
- & Upcoming assessments or special assessments planned
- & Key homeowner contacts the board works with regularly
- & Known deferred maintenance items
Issues the board is aware of but hasn't yet addressed
- & Anything the outgoing member wishes they had addressed sooner
Honest institutional knowledge transfer — this matters

Notes — Open Projects & Pending Matters (use additional pages if needed)

9. Acknowledgment of Transfer

By signing below, the outgoing and incoming board members confirm that the items checked above have been reviewed and transferred to the best of their knowledge. Any items not yet transferred are noted in the relevant section above.

Outgoing Board Member

Signature

Printed Name

Title / Role

Date

Incoming Board Member

Signature

Printed Name

Title / Role

Date

Additional Notes (attach additional pages as needed)

This checklist is provided as a general governance resource for HOA boards. Consult your HOA attorney for requirements specific to your state and governing documents.

AssocRecords.com — HOA-owned document storage built for board transitions. The association keeps its records through every leadership change.