

PROPERTY TRANSITION TIMELINE




ACCOUNTING  45 HRS

MANAGEMENT  75 HRS

MAINTENANCE & JANITORIAL  13 HRS


IT  4 HRS

CONTRACT SIGNING TO START

-  ENTER HOMEOWNER RECURRING CHARGES
- OPEN BANK ACCOUNTS AND CREATE CODES
- AUDIT OWNER LIST
- HOMEOWNERS LIST TO ONLINE PAYMENT OPTIONS
- AUDIT LATEST FINANCIAL STATEMENT FROM PRIOR MANAGEMENT COMPANY
- ENTER AND ORGANIZE VENDOR LIST
- WRITTEN NOTIFICATION TO VENDORS OF NEW MANAGEMENT
- UPDATE UTILITIES MAILING ADDRESS


- REQUEST DOCUMENTS 
- REVIEW AND VERIFY ALL LEGAL, CORPORATE, AND GOVERNING DOCUMENTS
- ADD COMMUNITY CHARGES
- SCHEDULE MEETINGS AND INSPECTIONS
- CONDUCT SITE REVIEW AND PERFORM SITE WALK WITH MAINTENANCE
- BOARD MEMBER INFO TO CINC
- DEVELOP A COMMUNITY CALANDER
- REVIEW PAST MINUTES AND MANAGEMENT REPORTS


-  CONTRACT SIGNING
- REVIEW PREVIOUS MAINTENANCE & JANITORIAL CONTRACTS
- LOCKBOX LOCATIONS AND CODES
- DELIVER SIGNED CONTRACTS TO CEO
- SITE WALK OVERVIEW WITH MANAGER

- OBTAIN PROPERTY INFO FOR WEBSITE 
- INPUT COMMUNITY/PROPERTY INFO TO WEBSITE TEMPLATE
- WEBSITE LAUNCH DATE TO CALENDAR
- CONFIRM WEBSITE AVAILABILITY

15 - 60 DAYS

-  AUDIT CURRENT FINANCIAL STATEMENT
- REVIEW AND SET UP BUDGET, FINANCIAL REVIEW AND COLLECTION POLICY
- MAIL INITIAL DUES STATEMENTS AND INTRODUCTORY LETTER TO HOMEOWNERS
- ENTER COLLECTION POLICY IN CINC
- ORDER PAYMENT COUPONS

- OBTAIN AND ORGANIZE ANY WARRANTY DOCUMENTS 
- NOTIFY RESIDENTS OF WEBSITE AVAILABILITY
- ORGANIZE FREE VENDOR INSPECTIONS AND EVALUATION OF THE COMMUNITY
- VIOLATION INSPECTION WITH BOARD
- REVIEW RESERVE STUDY AND REVIEW WITH BOARD
- ELECTRONIC RECORDS CONVERSION
- DOCUMENT UPLOAD TO WEBSITE

- SITE WALK WITH MANAGER TO IDENTIFY ACTION ITEMS
-  ESTABLISH LOCKBOX LOCATIONS AND CODES
- CREATE MECHANICAL EQUIPMENT LIST

- CONFIRM STATUS OF BOARDING FILE/PAYMENT SERVICES AGREEMENT
- WEBSITE LAUNCH 

-  REVIEW MOST RECENT TAX RETURNS

- DRAFT NEW POLICIES FOR BOARD REVIEW
- SCHEDULE ARBORIST SURVEY 

TOTAL HOURS 137