The below checklist can be used whether between management companies or from developer to the owners. Each association may have unique components that should be taken into consideration, but this is a compilation of my years of documents accumulated over the years. Remember that Nevada law requires that all records be kept for 10 years (the minutes for the life of the association) and all others are subject to the review of your Attorney, CPA and Insurance professionals. Many of these will already be in the Association’s control, but verification is required by the developer or new company to protect themselves from finger pointing in the future.

ASSOCIATION NAME: _______________________________________________   TRANSITION DATE: ______________
RECORDS FROM:  _________________________ RECORDS TO: __________ ___________________________________
        (Even if between two managers within the same company)

<table>
<thead>
<tr>
<th>DESCRIPTION OF DOCUMENTS</th>
<th>AVAILABLE</th>
<th>NOT AVAIL.</th>
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**ASSOCIATION DOCUMENTS:**

1. Articles and any amendments
2. Bylaws
   A. Original Signed Document
   B. Original Signed Amendments
      a. Amendment Dated
      b. Amendment Dated
3. CC&R’s
   A. Original Recorded Documents
   B. Restatements (if any)
   C. Original Recorded Amendments (if any)
      a. 1st Recorded Amendment Dated
      b. 2nd Recorded Amendment Dated
4. Rules Adopted – (Any prior rules are necessary for our records even if amended).
   A. Architectural Guidelines and Standards
   B. Collection Policy
   C. Recreational Rules
   D. Enforcement & Fine Policy
   E. Fine Policy (If separate from enforcement policy)
   F. Deductible Policy – Insurance Issues
   G. Other Misc. Rules, Regulations & Procedures Adopted
   H. Committee Charters
   I. Investment Policy – If one adopted
   J. Confidentiality Policies for Board and/or Committees
   K. Parking Rules
   L. Valet Rules or Requirements
   M. Others – Please provide on separate sheet if necessary?
5. Deeds to Common Area Property
6. Maintenance or Other Agreements (With anyone including subs, City, County, Etc.)
7. Insurance Policies (Workers Comp. - Liability. - Prop. - D&O – Fidelity/Crime, Earthquake, Flood, Non-owned auto, Mechanical & Equipment, etc. – Show exceptions below) – All since Inception.
8. Reserve Study – All past studies and developer transition study.
9. Tract Maps (All other maps available)
10. Public Offering Statements, Public Reports or Other Disclosure Docs. (If available)
11. Original and Revised Landscaping Plans & Drawings

12. Irrigation Plans – Including As Built Plans

13. "As built" plans - for all Buildings & Structures

14. Common Area Facility Plans (Pool House, Roads and Paint, etc.)

15. Square Footage for Common Area Facilities

16. Lot files (All letters, annexation agreements into community, easements, etc. kept by lot or Address.)

17. Enforcement Files
   A. Computer Listing of Violation History
   B. Listing of any immediate necessary actions

18. Architectural Files
   A. Open Architectural Files
   B. Computer listing of Architectural status of each lot

19. All prior year records - Multiple Boxes (#)

20. Warranty information on mechanical or other facility components (If available)

21. Inventory of all Association Property On and Off the Property

22. List of manufactures of paints, roofing materials, etc.

23. Paint Colors used for each house for future use in repainting

24. Injury prevention program – Employees (10 and over)

25. Facility Keys – (Pool Equipment Room, Club House, etc.)

26. Pool Key Log by Lot (Codes if electronic entry)

27. Misc. Correspondence files

28. Minute Book (All past Minutes Available) - (Years ______ thru ______)

29. Executive Session Minute Book (Years ______ thru ______)

30. Member Roster – (Listing of Mortgage Holders as well)

31. Board & Committee Member Roster with Contract Information

32. Appraiser - Lender Disclosure Sheet (If available)

33. Litigation disclosure letters (If any)

34. Listing of emergency numbers and contacts

35. Any other plans unique to this Association

36. All Correspondence

**FINANCIAL DOCUMENTS:**

1. Prior year Financial Statements (Years ______ thru ______)

2. Prior year Audits as required by law (Years ______ thru ______)

3. All Tax Returns – Prior Years’ (Years ______ thru ______)

4. Budget - Current Year & Past years (Including Worksheets)

5. Any Tax Exempt Election Filings (If applicable)

6. Year to Date Financial Statement
   A. Balance Sheet & Income Statement
   B. Aged Delinquency Report & General Ledger
   C. Individual History Report on All Delinquent Accounts
   D. Bills Paid

7. All Bank Accounts & Control of the funds

8. Developer Transition mandatory checklist (See below)

9. Disclosure Listing of Any Subsidy’s provided by Developer (See below)

**CONTRACTS/AGREEMENTS**

1. Professional Agreements (Along with any regular and emergency contact information)
   A. Legal Agreements (Including Settlement Agreements)
   B. Trustee Agreements
   C. Employee Contracts
   D. Construction Contracts
   E. Elevator Service
   F. Mechanical or Equipment Contracts
G. Original Service Contracts
H. Pool Service
I. Gate Service Contract – If any
J. Landscaping and/or tree contractor(s)
K. Animal Control Contract
L. Any Other Third Party Service Contracts
M. Garbage Collection or Systems Contracts
N. Window Washing Service Contract
O. Other Maintenance or Service Agreements

2. All Other Contracts (Please List and provide copies as well)

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**DEVELOPER PROVISIONS (NRS 116.3103) IF APPLICABLE CHECK HERE:**

1. The original or a certified copy of the recorded declaration as amended, the association’s articles of incorporation if the association is incorporated, bylaws, minute books and other books and records of the association and any rules or regulations which may have been adopted. 

2. An accounting for money of the association and audited financial statements for each fiscal year and any ancillary period from date of the last audit of the association to the date the period of the declarant’s control ends. Must clearly state the association’s financial position. 

3. A complete study of the reserves of the association. 

4. Disclose, the amount by which the declarant has subsidized the association’s assessments on a per unit or per lot basis. 

5. Association funds in developer control. 

6. All Association Tangible Property 

7. A copy of any plans and specifications used in the construction of the improvements in the common-interest community which were completed within 2 years before the declaration was recorded. 

8. All insurance policies then in force, in which the units’ owners, the association, or its directors and officers are named as insured persons. (See insurance provisions above.) 

9. Copies of any certificates of occupancy that may have been issued with respect to any improvements comprising the common-interest community other than units in a planned community. 

10. Any renewable permits and approvals issued by governmental bodies applicable to the common-interest community which are in force and any other permits and approvals so issued and applicable which are required by law to be kept on the premises of the community. 

11. Written warranties of the contractor, subcontractors, suppliers and manufacturers that are still effective. 

12. A roster of owners and mortgagees of units and their addresses and telephone numbers, if known, as shown on the declarant’s records. 

13. Contracts of employment in which the association is a contracting party.
14. Any contract for service in which the association is a contracting party or in which the association or the units’ owners have any obligation to pay a fee to the persons performing the services.

**ASSURANCES** (Recommended by CAI):

1. A statement that the street, traffic, safety, and regulatory signs are installed in conformance with applicable state or local ordinances and with the association’s legal documents.

2. Confirmation from appropriate local authorities that the fire hydrants have been placed under the local government maintenance plan, if applicable.

3. Confirmation that the city or county emergency communication centers have mapped the association for the dispatch of emergency vehicles; make sure that addresses on private streets are visible to emergency personnel.

4. A statement of determination of public agency or utility responsibility for the maintenance of the street lights and sewer systems.

5. A statement that appropriate public agencies have or have not released the completion bonds on the improvements where those bonds are required.

Noted Exceptions (Use next page if more space is needed):

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Received By: ________________________________________________________ Date: ___________________ 
(Print & Sign Name)

Received From: _______________________________________________________________________________ 
(Print & Sign Name)