

CHECKLIST FOR THE SECRETARY OF THE ASSOCIATION

BEFORE RELYING TOTALLY ON THIS LIST, EACH OFFICER SHOULD LOOK TO THEIR OWN DOCUMENTS AND THE NEVADA STATUTE UNDER WHICH THEY WERE FORMED (NORMALLY NRS 81 OR NRS 82) TO ENSURE THAT THERE ARE NOT ADDITIONAL ITEMS OF WHICH THEY SHOULD BE AWARE. THIS LIST CANNOT NOT BE CONSIDERED ALL INCLUSIVE.

GENERAL REQUIREMENTS:

	DONE
Make an appointment with the Community Manger to see how the minutes are kept.	[]
Ask the manager who normally takes the minutes as this is a board decision. Normally, the manager takes the minutes as part of their contract, but they are still the Secretary's responsibility to ensure are correct and kept in accordance with the current law.	[]
As Minutes must be kept for the life of the association in Nevada, see what years are available in the books and records.	[]
Read the bylaws to see what requirements are in the Bylaws regarding the secretary and his or her duties..... (The Secretary normally testifies to certain banking documents, etc.)	[]
Read the statute you were formed under (NRS 81 or NRS 82) to see if you have other duties in that statute.....	[]
Ask the manager what system has been set up for owners to inspect records as allowed by law.	[]
Ask the manager what system has been set up to protect the confidential records: Executive session minutes and other owner unit's files.	[]
Ask the manager to see what rules and resolutions have been kept for the association and the system used to ensure owners who purchase into the association receive copies in escrow.....	[]
Look to see what <i>other</i> original documents the corporation has in their possession:	
Annexation Agreements	[]
Articles	[]
Bylaws	[]
CC&R's	[]
Deeds.....	[]
Public Offering Statement	[]
(Look at the Transition of Documents checklist for other records that should be research.)	[]

- Were there any amendments to any of the above documents? []
- Have you signed all of the minutes since you were put into office? (They are not official minutes until signed by the Secretary of the corporation) []
- Does the association have a corporate seal to be used to verify official signed documents. (Not many associations have or use these) []
- Verify that any “draft” minutes are appropriately marked as draft until approved..... []
- Has the board approved a destruction of records policy? []
(See article titled to keep or not to keep to help create one and the sample Retention of Records Schedule for consideration)
- Investigate whether “Proof of Notices” are affixed to all mailings to the “owners, which should include a copy of the labels used to mail. []
- Investigate how all owner records are filed to help protect the owner should management change. []
- Other items found in your documents or NRS 81 or NRS 82 []
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