

**DEVELOPER TRANSITION CHECKLIST**  
**Non-Exclusive List of Items to Request from Developer**

**Governing Documents**

- Articles of Incorporation filed with the Secretary of State
- Bylaws, including amendments if any
- Recorded copy of the Covenants, Conditions and Restrictions (CC&Rs), including amendments if any
- Declarations of Annexation if any
- Title 7 Declaration for SB800 Claims Process/Procedures
- Condominium Plan
- Rules, regulations, and procedures adopted by the board

**Association Records**

- Minutes and Board Resolutions
- Deeds of all property owned by the association or subject to the declaration
- All approved/disapproved architectural applications
- Financial documents
- Copies of annual state and federal tax returns since the date of incorporation
- Copies of any tax-exempt election made by the developer's board and filed with the state and federal government
- Copies of the association budget, including backup worksheets
- A certified audit of the association's books from the association's inception to the date of the transfer of control that is prepared by an independent CPA

- A complete set of financial books, records, ledgers, and bills
- Records of Assessment collections and delinquencies
- A complete list of all owners with names
- All contracts signed by the developer-controlled board
- All association employment contracts
- All insurance policies including general liability, workers compensation if required, directors and officers, errors and omission and fidelity
- Election materials for any director elections
- Owner CC&R violations notices/records

**Maintenance**

- Maintenance Manual for property owned by the association or for which the association has maintenance responsibility
- The original and "as-built" drawings of all buildings, facilities, irrigation, electrical and plumbing systems
- Landscape plans and specifications identifying all plants and lawns as well as any local requirements regarding approved plant species if any
- Vegetation management plan including fire abatement requirements
- Any utility easements or maintenance agreements with public agencies or providers of utility services
- A schedule of quantities of construction components including square feet of roofs, exterior cladding, decks, private roadways, etc.
- Inventory/list of all association owned property

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- Association equipment warranties and manufacturers maintenance manuals
- List of all manufacturers of various components (roofs/windows/decking) and paint palette with codes
- List of the construction subcontractors and their principals/contact person

**Development Documents**

- City or County Conditions of Approval
- Permits and certificates of occupancy
  
- Public reports issued by the DRE for each phase, offering statements, or other disclosure documents, if any, that must be provided to purchasers
- DRE budgets and worksheets
- Confirmation of release of all completion bonds for improvements requiring bonds
- Confirmation that city or county emergency services have identified the association for the dispatching of emergency vehicles and that private addresses are visible
- Confirmation of public agency or utility responsibility for street-light and sewer systems maintenance
- Engineering and soil reports
- All tract/subdivision maps for the subdivision