

MINUTES CHECKLIST

	<u>Done</u>		<u>Done</u>
<u>GENERAL</u>		<u>FINANCIAL</u>	
1. Approval of prior minutes		1. Authorization for New Bank Accounts	
2. Meeting attendance		2. Approval of changes of signors on Bank Accounts	
3. Resolutions adopted		3. Approval of transfers of Cash Balances between Accounts	
4. Material discussions held		4. Authorization of Purchases of Major Equipment	
5. Date of prior meeting		5. Approval of Annual Budget	
6. Date of next meeting		6. Approval of Treasurer's Reports	
<u>OPERATIONS</u>		7. Approval of Interim Financial Statements	
1. Assessment of Fines		8. Approval of Annual Audit/Review Report	
2. Documentation of Site Inspections		9. Authorization for Officer to Sign Tax Return	
3. Documentation of Review of Insurance Policies with Insurance Agent		10. Documentation of Board's Actions With Respect to Accountant's Management Letter	
4. Documentation of Committee Actions		11. Assessment Collection	
-Architectural Review		-Authorization to Lien	
-Architectural Review		-Authorization to Foreclose	
-Landscaping			
-Rules Enforcement			
- _____			
- _____			
- _____			
<u>RESERVES</u>		<u>ADMINISTRATIVE</u>	
1. Approval of Reserve Budget		1. Adoption of Rules	
2. Authorization for Reserve Study		2. Adoption of Policies	
3. Authorization for Reserve Expenditures		3. Election of Officers	
4. Authorization of Transfers Between Component Categories		4. Resignation of Officers	
5. Adoption of Reserve Policies		5. Election of Directors	
-Inventory of Components		6. Resignation of Directors	
-Funding Method		7. Compliance with Legal Documents	
6. Approval of Special Assessments		8. Compliance with Civil Statutes California Civil Code 1365.5	
7. Revenue Ruling 70-604 Election		9. Contract Approvals/Terminations	
		-Management Company	
		-Legal Counsel	
		-Accounting Firm	
		-Landscaping	
		-Pool Services	
		-Other	
		10. Adoption of Conflict of Interest Policy	
		11. Approval of Related Party Transactions	
		12. Security Issues	
		13. Attach Copy of Important Correspondence/Reports to Minutes	

