**PROPOSED AGENDA**

Here's a proposed list of topics for our first working session.

Intent will be to discuss these topics (or as much as we can get through) and identify any action steps or needs.

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| --- | --- |
| **Topics** | **Notes** |
| * Define the Transition
	+ Identify the goals of the Transition
	+ Role of the Transition Committee
	+ Role of the Developer
* High-level Transition Plan
	+ Set milestones up to April 1
		- Date for document repository
		- Date to transition documents
		- Date to transition financials
		- Date for BOD election
	+ Communicate updates to HOA
	+ Communicate to vendors
* Financial - Insurance Overview - Developer to present current status
	+ Developer funds versus HOA funds
		- Designation of funds
		- Application of funds
	+ 2024 annual financial plan, budget and time period
	+ 2025 annual financial plan, budget and time period
	+ Current financial review as of December 2024
	+ Financials from 2018 - 2023
	+ Assessment management
	+ Bank setup and access
	+ Annual report & taxes
	+ Insurance
 |  |

We'll then determine when we want to meet next and set any expectations.

**ADDITIONAL TOPICS - FUTURE MEETING**

If time remains, we can start on a few of these; if not, we will carry these over:

|  |  |
| --- | --- |
| **Topics** | **Notes** |
| * Vendor contracts
	+ Last annual review & findings
	+ Points of contact from BOD & vendors
	+ Contracts & retention
* Maintenance Schedule
* Remaining Lot Sales
	+ Design review
	+ Documented decisions
* Current Status - high-level overview from the Developer,
	+ Other contracts
	+ BOD documents - meeting minutes
	+ BOD approval process
	+ Committee documents
		- Design Review
		- Communications
		- Landscape
	+ Other Documents - types, storage
* Completed/Previous Work
	+ Reserve study
	+ Long-term planning
* In Progress Work
	+ Timing and needs
* Transition Needs
	+ Document repository
	+ Other
 |  |