

WILDWOOD MANAGEMENT GROUP

ITEMS NEEDED FOR MANAGEMENT TRANSFER

Board of Directors Roster
Homeowner Roster
Amount of monthly assessments and any other assessments
chargeable to the owners
List of key contacts (insurance agent, attorney(s), auditor, etc.)

DOCUMENTS

Articles of Incorporation
Bylaws
Recorded copy of the Declaration of Restrictive Covenants, Rules &
Regulations

ACCOUNTING DATA THROUGH TAKEOVER DATE

Bank statements
Accounts paid
Unpaid invoices
Unposted checks
Tax information (federal, property, franchise)
Current and previous financials
Current balances on homeowner accounts
Banking information/signature cards

CONTRACTS

Pool maintenance
Security (if any)
Refuse collection
Grounds maintenance

INSURANCE POLICIES AND RELATED CORRESPONDENCE

General liability
Property damage
Umbrella policy
Fidelity Bond
Hired & Non-Owned Auto
Directors & Officers Policy
Signed Minutes of Meetings

Licenses and permits
Plat Map
Keys