CONDOMINIUM ASSOCIATES

# Quarterly Management Scorecard

12 things a board can check each quarter. Answer each item together at a board meeting.

Association: _____ Period reviewed: _____ Date: _____

| | ITEM | YES | NO | NOTES |
|---|---|---|---|---|
| **Money** | | | | |
| 1 | Financial statements arrived on schedule every month. | ☐ | ☐ | |
| 2 | Every bank account was reconciled, and the reconciliations were available. | ☐ | ☐ | |
| 3 | The delinquency report was current, with the last action and next step for each late account. | ☐ | ☐ | |
| 4 | Spending against budget was explained before the board had to ask. | ☐ | ☐ | |
| **Compliance** | | | | |
| 5 | Every meeting was noticed correctly and on time, with an agenda, and minutes followed. | ☐ | ☐ | |
| 6 | Records requests were answered within the legal deadline. | ☐ | ☐ | |
| 7 | The website or portal holds the documents the law requires, if the community is large enough to need one. | ☐ | ☐ | |
| 8 | The board received a calendar of upcoming deadlines. | ☐ | ☐ | |
| **Property and people** | | | | |
| 9 | Site inspections happened as often as the contract says, with a written report. | ☐ | ☐ | |
| 10 | Open work orders and vendor issues were tracked with dates. | ☐ | ☐ | |
| 11 | Owner calls and emails were answered within the time the firm committed to. | ☐ | ☐ | |
| 12 | The manager came to meetings prepared, with recommendations. | ☐ | ☐ | |

**Reading the result.** Count the yes answers. Ten or more means the basics are being delivered. A no that repeats two quarters in a row is the one to raise in writing.



General information for association boards. Not legal advice.