THE CAM TEAM

Is Your HOA Management Keeping Up?

A 10-point check for Northeast Florida boards. Answer each item together at a board meeting.

Association: _____ Period reviewed: _____ Date: _____

	ITEM	YES	NO	NOTES
Responsiveness				
1	Owners get an answer within the time the firm promised.	☐	☐	
2	The board knows who its manager is, and changes come with a proper handover.	☐	☐	
3	The manager attends meetings prepared.	☐	☐	
The basics				
4	Financial statements arrive every month, on time, with a budget comparison.	☐	☐	
5	Late accounts are followed up the same way for every owner.	☐	☐	
6	Meeting notices, minutes and records requests are handled on time.	☐	☐	
7	The annual calendar (budget, annual meeting, financial report, director education) is on track.	☐	☐	
Keeping pace with growth				
8	The service has changed as the community grew.	☐	☐	
9	The handover from the developer was complete: records, contracts, accounts, plans and warranties.	☐	☐	
10	Common areas are visibly looked after, with regular written inspection reports.	☐	☐	

Reading the result. Eight or more yes answers means the fundamentals are in place. If half the list is no, or the same items stay open after the board raises them, the community has probably outgrown the service it is getting.

General information for association boards. Not legal advice.