

Is your Board operationally ready to operate?

Readiness & Assessment

HOA/COA Self-Management Readiness Checklist

Governance & Legal Readiness

Association is properly incorporated and in good standing with the State.
Articles of Incorporation, Bylaws, and Declaration are current and accessible.
Governing documents are organized and indexed.
Board understands fiduciary duties (care, loyalty, obedience)
Board understands Florida Statutory requirements (HOA 720 / COA 718)
Board meeting and notice requirements are understood.
Election and recall procedures are documented.
Board has a document retention policy.
Official Records system is in place.
Conflict of interest policy adopted.
Code of ethics adopted.

Board Structure & Leadership Readiness

All board positions are filled.
Officer roles are clearly defined.
Job descriptions exist for:
 President
 Vice President
 Treasurer
 Secretary
 Director
 Compliance Officer
Board training completed or scheduled.
Board understands open meeting requirements.
Board understands owner access rights.
Board understands enforcement authority.

Financial Management Readiness

Separate operating and reserve bank accounts
Signature authority controls in place
Dual-signature or approval system established.
Monthly financial reporting system
Budget process documented
Reserve study completed or scheduled.

Vendor & Contract Management Readiness

All vendor contracts are organized and reviewed.
Contract renewal dates tracked.
Insurance broker retained
Legal counsel retained
Accounting professional retained
Maintenance vendors under contract
Emergency vendors identified
Competitive bidding procedures adopted.
Vendor evaluation system in place

Operations & Administration Readiness

Central association email established.
Phone and voicemail system in place.
Record keeping system implemented.
Document storage (digital + physical)
Owner database maintained
Violation tracking system.
Maintenance Request System
Work order tracking log.
Board resolution manual.
Policies and procedures manual
Owner communication system (email, portal, mail)

Compliance & Enforcement Readiness

Violation enforcement policy adopted.
Fine schedule adopted
Hearing committee established (if required)
Notice templates created
Appeal procedures documented
Architectural review procedures adopted.
ARC committee formed (if applicable)
Inspection procedures documented
Record of enforcement actions maintained.

Insurance & Risk Management Readiness

Property insurance
General liability insurance
Directors & Officers insurance
Fidelity / crime insurance
Workers' comp (if applicable)
Insurance certificates tracked
Annual insurance review scheduled.
Risk assessment performed
Incident reporting procedure

Technology & Systems Readiness

Accounting software
Owner database software
Document management system.
Email automation
Payment processing system
Online owner portal
Backup system
Cybersecurity protections

Owner Communication Readiness

Website or portal
Email distribution list.
Newsletter system
Emergency alert system
Annual calendar published
Board meeting calendar.
Maintenance calendar
Budget calendar

Transition Readiness *(if leaving a management company)*

All association records received.
Bank accounts transferred
Vendor relationships transitioned
Insurance policies transferred
Accounting systems migrated
Owner contact data verified.
Assessment billing system live.
Violation system active
Maintenance system active

Readiness Scorecard

Category	Ready	Needs Work
Governance & Legal Readiness		
Board Structure & Leadership Readiness		
Financial Management Readiness		
Vendor & Contract Management Readiness		
Operations & Administration Readiness		
Compliance & Enforcement Readiness		
Insurance & Risk Management Readiness		
Technology & Systems Readiness		
Owner Communication Readiness		
Transition Readiness		

Readiness Levels

- 90–100% Complete → Ready for Self-Management
- 70–89% Complete → Ready with minor gaps
- 50–69% Complete → Needs preparation plan
- Below 50% → Not ready – professional management recommended short-term.

Association Name: _____

Assessment Date: _____

Completed By: _____

Title: _____