

ANNUAL PLANNING CHECKLIST FOR THE MEMBERS OF THE BOARD

Below is a checklist for members of the Board to review in planning for the year ahead. As many of the members of the Board have an “Agenda” when they got onto the Board, they need to be reminded that their agenda has to be put aside for the good of the whole. If their “Agenda” is for the good of the whole community, the other members of the Board will consider it as one of their top ten goals to accomplish over the year. If not, the member needs to put the “Agenda” aside and work as a team on the top ten before bringing up their “Agenda” again for consideration.

TASK

Completed.

1. Set date for determination of Officers (If this was not done and noticed []
on an agenda to happen immediately after the elections.)
2. Look at the Bylaws to determine jobs of Officers for the next year []
3. Look for Committee Charters that may have been adopted by prior
Boards to determine if these need to be updated and distributed to
Committee Members and look to see what Committee’s we have. []
4. Do we need to create additional Committees for proper management of
this community? []
5. Over the next 90 days, read all of your documents, NRS 116, NRS 116A,
and NAC 116. These include:
 - a. NRS 116 []
 - b. NAC 116 []
 - c. NRS 116A []
 - d. Articles of Incorporation []
 - e. Bylaws []
 - f. CC&R’s []
 - g. Collection Policy []
 - h. Fine and Enforcement policy []
 - i. Get a complete list of all current rules in place []
6. Get a copy of the last 2 years of minutes adopted by the past board(s),
read them and be prepared to ask questions regarding decisions made, if
necessary. []
7. Include on the agenda of the next Board meeting an item titled, “Develop
the top 10 priorities for the Board to accomplish over the next year” as
owners need to be advised in detail of any decisions you will be making. []
8. Each Board member gets a copy of the Reserve Study, any Year End
Audit and Current Financial Statement – 100 day review of all but the
audit..... []

9. Review the current budget and get a timeline of when the next one is due, who will do it and work with Treasurer to appoint a Budget Committee to help the Board fulfill this task. []
10. Have we been given a copy of the Management Agreement within 30 days of our getting on the Board (This is a Nevada law requirement)? []
11. If a workshop is set for the review of all of this information, **NO DECISIONS** can be made at the work shop as those decisions have to be made at a properly notice meeting of the Board and placed on an agenda in specific detail so that the owners know why we are doing what we are doing. Be aware that the Division frowns on these workshops..... []
12. Do we have emergency contact numbers for our vendors? []
13. Doe we have emergency contact information for our Community Management?..... []
14. When was Developer Transition completed? []
 - a. Was it within the last 30 days? []
 - b. Was it within the last 3 years? []
 - c. Was it within the last 9 years? []
 - d. If any of the above, we need to research our responsibilities to the owners on any decision made or not made during that time. []
15. What plan will be implementing to involve the owners in our community?..... []
16. What plan will be implementing to communicate with the owners in our community? []
17. Have we checked for other educational opportunities offered to members of the Board to keep up to date with the Management of a common-interest community? (CAI is a great organization to join.) []
18. If we are self managed and don't have professional management, should we consider working towards getting professional help to keep us in safe harbor? []
19. Have we signed our 90 day Ombudsman's Declaration that we have read and understand to the best of our ability the laws and our documents to the best of our ability? When you sign this document before you do what is instructed, you have committed perjury. (NRED preferred form can be obtained on line.) []

The above checklist is not all inclusive, but is given to help the members of the Board know that they need to seek the advise of the experts and utilize those services to stay in safe harbor in performing their fiduciary duties to their Nevada Corporation.