

CHECKLIST FOR THE PRESIDENT OF THE ASSOCIATION

BEFORE RELYING TOTALLY ON THIS LIST, EACH OFFICER SHOULD LOOK TO THEIR OWN DOCUMENTS AND THE NEVADA STATUTE UNDER WHICH THEY WERE FORMED (NORMALLY NRS 81 OR NRS 82) TO ENSURE THAT THERE ARE NOT ADDITIONAL ITEMS OF WHICH THEY SHOULD BE AWARE. THIS LIST CANNOT NOT BE CONSIDERED ALL INCLUSIVE.

GENERAL REQUIREMENTS:

DONE

- Make an appointment with the Community Manger to see how the agenda is prepared and if you are responsible for the review of the final draft.
- Ask for a copy of all the policies and procedures put in place so that in leading this organization you don't run afoul of the laws and/or the documents.
- Ask for a copy of the Robert's Rules of Order or the resolution put in place so that the full set of Rules is not required since all association's must have some form of parliamentary procedures in place, by law. You are a director first and officer second so that you can vote and make motions. The owner elected you to help make decisions and you don't give up that right and responsibility just because you agreed to fill the leadership role
- Read the bylaws to see what requirements are in the Bylaws regarding the President and his or her duties
(The President *may* be a signor of all checks.)
- Read the statute you were formed under (NRS 81 or NRS 82) to see if you have other duties in that statute.....
- As the President is the cheerleader and sets the tone for the community, look at all of the committees that have been established, see if they have Job Descriptions or Committee Charters and recommend changes to be placed on the agenda for the next meeting..
- See what policy has been put in place so that all directors get a fair opportunity to be heard at each meeting as the loudest voice shouldn't be the only one that is heard.
- Recognizing that this is a business, look at the Articles of Incorporation to see if a purpose was shown in the document that created the organization and bring this to the attention of the other directors at the next meeting
- Ensure that annually, your insurance agent comes to a meeting to cover issues And ensure adequate coverage. The item must be on the agenda. As the Manager to send him or her the Insurance checklist to complete before the meeting so that if any item is checked with a no coverage, discussion can be held and necessary changes made.....

(Work with the Vice President to ensure his or her capability in the event you are unable to attend meetings or must resign as he or she steps in to fill your role in your absence. []

Check the minutes to ensure that the board has been satisfying NRS 116.31083 Section 6 & NRS 116.31175 monthly or every 100 days as this is critical to protect the board. This is a full board requirement not just the Treasurer, but verify that this is being done..... []

Read the management contract to ensure who is responsible to contact and help make decisions during the month outside of meetings. Some contracts state that the President is the only one who shall contact the manager outside of meetings..... []

Verify that each officer has read their checklist and is prepared to accept their responsibilities or place the item on the agenda for a change of the set up of officers. []

Ensure that the Ombudsman’s fee has been paid annually []

Ensure that the corporation is in good standing with the State of Nevada Secretary of State. <http://nvsos.gov/sosentitysearch/> []

Ask the manager for a list of classes available in your local areas to ensure that you are fulfilling your duty as a director and advise the other directors of those classes available. Encourage attendance – You don’t know what you don’t know and it could get all of you in trouble. []

Ensure that all of the rules and regulations are reviewed at least annually and changes made if necessary to keep them in compliance with the laws and are changed if necessary because of a change in the make up of the community and/or needs. []

Ask for a copy of all contracts and make sure to proactively put discussion on the agenda if any are coming up for renewal, etc. []

Help the Treasurer look at the reserve study to ensure that projects projected for this year or next year are put into the pipeline for the sealed bid process and appropriate approval at a meeting []

Ensure that all of the directors have read their documents and the Nevada law before signing the document stating they have done so that is required by law. They will be committing perjury if they sign saying they have done so And have not. []

Ask for a list of all of the Committee and Committee members. Make sure that the association’s insurance covers them. In some cases they have to be listed by name in the minutes before they will be covered. []

Does your association have a collection policy? []

Does your association have an investment policy? []

Other items found in your documents or NRS 81 or NRS 82

_____ []

_____ []

_____ []

_____ []

_____ []

_____ []

_____ []

_____ []

_____ []

_____ []