Your management transition plan

A practical starting guide for HOA and condominium boards engaging myHomeSpot.

Your onboarding contact: Casey Hunley
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Casey@myhomespot.com | Records coordination: Onboarding@myHomeSpot.com

1. Hold a board meeting and authorize the change

Place the management change on the board agenda. Review the proposed myHomeSpot agreement and the current contract's notice and termination terms. Record the board's decision in the minutes.

Suggested motion: “To authorize the President to execute the myHomeSpot management agreement attached and end the current management contract.”

After approval, the President signs the agreement and the board coordinates the termination notice and effective dates. Follow the current contract's notice requirements.

2. Send written notice to your current management company

Tell the current company that the association is transitioning to myHomeSpot. Include the association name, agreed transition dates, and the following contact information. Keep a copy of the notice and its delivery confirmation.

myHomeSpot
225 N Pace Blvd, Pensacola, FL 32505
850-453-5555 | Onboarding@myHomeSpot.com

3. Request the accounting package within 5 days

Ask the current management company to produce the reports on page 3 within five days of your request. Give an exact due date. This is the requested onboarding turnaround, not a statement of a legal deadline. If a report is unavailable, ask for the reason and expected delivery date.

4. Complete the setup forms and arrange the records transfer

The board must complete the forms on page 2 to begin the process. Casey will provide a records-upload link that you can share with the current management company and other board members. Use the checklist on page 4 to organize the remaining records.

Complete your setup sheet

Start with Getting Started and About the Property. Assign the remaining forms to the board member who knows that area best.

Use the links below to open each form. If a form does not apply, confirm that with Casey. Do not guess at an answer or silently skip a form. Keep a copy of each submission.

[ ] **1.** **Getting Started**

Provide the initial engagement and transition information.

[ ] **2.** **About the Property**

Describe the community, property and services.

[ ] **3.** **Board of Directors**

Confirm board members and their contact information.

[ ] **4.** **Architectural Committee**

Identify committee members and current procedures.

[ ] **5.** **Vendor Information**

List service providers and their contact details.

[ ] **6.** **Update your Accounts Payable Process**

Explain how vendor bills are reviewed, approved and paid.

[ ] **7.** **Update Delinquency/Collections Process**

Explain the current handling of overdue owner balances.

[ ] **8.** **CCR/Rule Enforcement**

Describe covenant and rule enforcement procedures.

[ ] **9.** **Mgmt Sign Install Request**

Provide the information needed for a management sign request.

[ ] **10.** **Architectural Services**

Confirm how architectural applications should be handled.

[ ] **11.** **Setup Bank Signor**

Identify authorized bank signers and complete the requested setup.

[ ] **12.** **Engage East Hill Towing**

Complete the towing engagement form if applicable; confirm with Casey.

Keep one board contact responsible for follow-up

The board can divide the work. Ask one person to track completed forms, missing records and questions for Casey. The Treasurer can coordinate financial information; the Secretary can organize minutes and contacts.

Open the board onboarding page and all setup forms

Accounting reports to request

Send this checklist to the outgoing management company. Request the package within five days and identify the reporting periods below.

A. Prior-year closing balances

Use the end of the last fiscal/calendar year. These figures provide the starting balances for the current year.

[ ] Trial balance.

[ ] Income statement.

[ ] Balance sheet.

[ ] Bank reconciliation statement.

[ ] Bank statement.

[ ] Tax returns and filings: Form 1120, Forms 1099/1096, and intangible tax filings, if applicable.

[ ] Year-end financial report for DBPR requirements: audit, review or compilation, as applicable.

B. Current-year balances

Use the end of the most recent reconciled period. Clearly label the period ending date on each report.

[ ] Chart of accounts - the list of accounting categories and codes.

[ ] Current-year annual budget.

[ ] Trial balance.

[ ] Income statement.

[ ] Balance sheet.

[ ] Bank reconciliation statement.

[ ] Bank statement.

[ ] Owner statements - all charge and payment details from the beginning of each account's history.

[ ] Accounts receivable detail - owner/customer name, date and amount of every unpaid charge.

[ ] Accounts payable detail - vendor name, amount and expense code for each unpaid bill.

[ ] Vendor payment summary - all payments made to each vendor.

[ ] Vendor contact report - corporate name, TIN/EIN, mailing address, phone, email and account number.

[ ] Customer/owner contact report - mailing address, phone and email.

[ ] General ledger report - January 1 through the current reporting period.

[ ] Check register report - January 1 through the current reporting period.

If the association uses a fiscal year other than January-December, tell Casey and confirm the year-to-date reporting range. Identify any unreconciled periods or missing reports.

Transfer records and plan the handoff

Request all available association records. Do not limit the transfer to the five most recent years or discard older records during the transition.

Official records and operating files

[ ] Insurance policies, including current and historical policies.

[ ] Board meeting minutes.

[ ] Annual/member meeting minutes.

[ ] Architectural committee meeting minutes.

[ ] Property keys and an inventory showing what each key opens.

[ ] Unresolved items: maintenance requests, compliance notices and collection letters.

[ ] Working association documents, such as occupant approval forms and key agreements.

[ ] Inspection reports, including water backflow and fire protection reports.

[ ] Pending legal files and related documents.

[ ] Website domain-transfer requests and administrative-access transfers.

[ ] Vendor files: IRS Form W-9, proof of insurance and licenses.

Records retention: For Florida HOAs, applicable official records generally must be kept for at least seven years, or longer if the governing documents require it. For condominiums, meeting minutes and certain foundational records must be kept permanently; other records have different retention periods. Transfer all available records and flag any missing history.

Use Casey's upload link

Casey will send a link to upload records to the myHomeSpot server. Share it with the current management company and board members who are helping with the transfer. Organize files by association name, reporting period and document type. Tell Casey what has been uploaded and what is still missing. Coordinate physical keys and administrative-access transfers separately.

What happens next?

Work with Casey to confirm the service start date, missing records, financial setup, owner communications and open work. Confirm payment, portal and contact instructions before telling owners to change their procedures. The transition schedule depends on the agreement and receipt of the information needed.

Questions or delays? Contact Casey at 850-304-2611 ext. 113 or Onboarding@myHomeSpot.com. Identify the missing item, who has it and its expected delivery date.

Retention references: Florida Statutes 720.303(4)-(5) and 718.111(12). This checklist is a transition request, not a complete retention schedule.