



## **Condominium Association Process**

- 1) **Complete Checklist of Items Needed & Appropriate Questionnaires**
  - a. **Checklist of Items Needed**
    - i. **Current 5 year of loss runs from your current insurance company**
    - ii. **A copy of your current budget and balance sheet including reserves**
    - iii. **Association Documents (By-Laws/Covenants)**
    - iv. **Declaration pages for your current policies or a certificate of insurance showing your current limits and deductibles**
    - v. **Building Improvements (major repair or replacement) of each of the following;**  
Roofing Year \_\_\_\_ Electrical Year \_\_\_\_ Plumbing Year \_\_\_\_ HVAC Year \_\_\_\_
    - vi. **A statement as to how many rentals there are**
    - vii. **Board Presidents Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_**
    - viii. **FEIN (Federal Employer Identification Number)**
  - b. **Questionnaires (only as necessary)**
    - i. **Condominium Basic Questionnaire**
    - ii. **High Rise Questionnaire**
    - iii. **Special Amenities Questionnaires**
- 2) **Review Association Documents;**
  - a. **By-Laws**
  - b. **Latest Financials**
  - c. **Property plat**
- 3) **Review Expiring Insurance Policies**
  - a. **Current declaration pages or Certificate of Insurance**
  - b. **Current loss runs**
- 4) **Site Inspection**
- 5) **Create Replacement Cost Estimate**
- 6) **Present Proposal to Manager and Board of Directors**
- 7) **Deliver Binders**
- 8) **Deliver Unit Owner Letter**
- 9) **Deliver Policies**
- 10) **Conduct Unit Owner Seminar**
- 11) **Attend Annual Meeting**
- 12) **Provide Budget Figures**