



Association Turnover Process

Successfully navigating the association turnover process and establishing a new Board of Directors

The turnover process is the transition of leadership from the Declarant Board of Directors to the installation of a homeowner elected Board of Directors as defined in the HOA Governing Documents.

HRCAM is responsible to ensure the turnover is completed. The process can take between 60-120 days depending on the community type and governing document requirements.



Steps To A Successful Turnover

The turnover process is defined by the governing documents to ensure a fair election of the new homeowner Board of Directors.

HRCAM completes the following.

1. Confirm developer obligations are completed.
2. Mail announcement letter and call for board nominees.
3. Collect nominee bios and share with homeowners.
4. Mail official turnover meeting announcement, ballots, and proxies to homeowners.
5. Hold meeting to announce election results.
6. Hold first Board of Directors meeting. Board sets date for the first annual meeting of the membership.
7. Mail annual meeting letter.
8. Hold Annual meeting.
9. Turnover process complete.

HRCAM continues to provide management services under the direction of the new board of directors.