

DuckHaven HOA - Transfer Meeting 1/07/2020 - 1300

Location: Clarke & Wyndham, Inc. Offices

Attended By:

- Micah Mogle - HOA
- Debbie
- Trish
- Victoria Kana - Administration / Payment
- Travis - Duckhaven / Developer / Been Since the beginning
- Christina - HOA Manager / Liaison / POC / Dues etc need help
- TBD

Agenda

- Hear from Travis
- Q&A from HOA
 - How is the HOA currently formed as a business? (LLC, 401c3?) etc
 - Who are the on file "officers" of the HOA
 - What are plans on updating documentation?
 - Transfer Documentation
 - Bylaws (Current and Past)
 - Articles (Current and Past)
 - Covenants (Current and Past)
 - Contracts (Current and Past)
 - Other pertinent documentation
 - Accounting
 - P&L
 - Members and Account Histories etc etc
 - Funds and Transfer
 - Transfer of Web / Email / Social Media Properties
 - What accounting system is being used now?
 - Currently uses SAGE for all accounting
 - PAYHOA is something they have been looking at.
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NOTES:

- Introductions
- Talked about needing to provide information
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