

HOMEOWNERS' ASSOCIATION FIRST MEETING AGENDA

1. What is a Homeowners' Association?
2. What is the purpose?
3. Review of the Homeowners' Association Act, RCW 64.38
4. Organizational Issues:
 - a. Decide non-profit or profit corporation
 - b. Articles of Incorporation
 - c. Bylaws
 - d. Directors
 - e. Officers
 - f. To retain professional help or not . . .
 - g. Putting together a Homeowners' Association Guide Book
5. Some responsibilities/tasks of the Association include:
 - Facilitate Board Meetings Month 2nd Month Quarter
 - Facilitate Committee Meetings Month 2nd Month Quarter
 - Facilitate Annual Budget Meeting
 - Facilitate Annual Members Meeting
 - Correspondence at the Board's Direction
 - Newsletter Generation & Distribution Month 2nd Month Quarter
 - Work Order Management
 - Proposal Processing
 - Contractor Interface
 - Process Insurance Claims
 - Maintain Association Archives
 - Financial Services Month 2nd Month Quarter
 1. Statements or Payment Books
 2. Check Writing
 3. Reconciliation of all accounts
 4. Detailed Financial Reports
 5. Review Financial Reports with Board
 6. Preparation of the Pro Forma Operating Budget
6. How to handle Assessments
7. Avoiding disputes
8. What it takes to have a fantastic HO Association
9. For additional assistance, articles, and law on Associations, see my web sites: