

SKYESTONE COMMUNITY ASSOCIATION, INC.
Transition Task Force Charter
Approved: May 7, 2020

Purpose

The purpose of the Transition Task Force (TTF) is to facilitate and organize the transition from Declarant to the Members (Owners) and enable the Members to assume responsibility for governance and stewardship of the Skyestone Community Association at the end of the Declarant Control Period.

Assigned Body of Work		Consults	Informs	Deliverables	Frequency
A.	Develop and maintain a transition checklist that identifies the activities and documents required for smooth transition.	HOA Attorney, CM	BOD		Monthly
B.	Determine Community organization and management responsibility, including Board of Directors, Committees, and Association management	BOD, CM			
C.	Develop and implement procedures for transfer of all Declarant documents to the Association	CM, FC			
D.	Develop process for review of all financial records and service contracts	CM, FC			
E.	Publish inventory of all Association documents			Published Updates	
F.	Prepare and publish transition newsletter; Provide communications to Community as defined in Communications Policy	CM		Published Updates	Quarterly or as needed
G.	Inventory all property and assets to be owned by the Association and confirm condition for acceptance by the Association.	CM, LGC, FC			
H.	Review and update, as required, Governance Documents	HOA Attorney, CM	BOD		By October 2020
I.	Complete and submit final transition report to Board of Directors		BOD	Final Report	

Membership

The TTF will consist of at least three (3) and no more than seven (7) Residents appointed by the Board of Directors

Time Commitment

Meet monthly or as often as necessary to complete its assigned body of work

Legend

ARC Architectural Review Committee
 BOD Board of Directors
 CC Communications Committee
 CM Community Manager
 EC Events Committee
 FC Finance Committee

FCIC Facilities & Capital Improvement Committee
 LD Lifestyle Director
 LGC Landscape & Grounds Committee
 PRATF Policy & Regulatory Advisory Task Force
 TTF Transition Task Force