

Management Transition Plan

myHomeSpot.com | Board planning guide | Updated September 25, 2026

Two timelines. Two different starting points.

All required onboarding forms must be completed BEFORE we can begin the 30-Day Setup Process. Delays in submitting forms or receiving requested records will extend the final onboarding date. Onboarding will confirm when the setup requirements are complete, the setup start date and your target completion date.

1. Outgoing manager: notice-date milestones

These proposed calendar days are measured from the termination notice. They do not start the MHS setup period or extend any earlier applicable legal deadline. Confirm contractual requirements and agreed dates in your notice.

Notice Day 5

Outgoing management confirms receipt, export capabilities, accounting contact, proposed cutoff and termination date.

Notice Day 10

Initial setup accounting reports and transferable data are requested, together with the Board-authorized \$5,000 starting-fund transfer.

Notice Day 20

Proposed routine accounting cutoff, only after timely delivery of the initial package and written readiness confirmation from Onboarding. Provide updated balances and activity through cutoff.

Notice Day 30

Proposed management end and official-records handoff, including the inventory, keys, credentials and administrative access. Subject to the agreement's termination requirements or written mutual agreement.

No later than Notice Day 45

Final accounting, bank closure confirmation, final statements and reconciliations, and remaining Association funds. Track unresolved items to completion.

Prepare your notice: <https://myhomespot.com/management-transition-notice/>

MHS 30-Day Setup Process

The setup clock begins when Onboarding confirms that required forms and initial setup records are complete. The planned phases below depend on timely records, approvals and access.

Before Setup Day 1

Complete required forms and deliver the initial records and data needed to configure services. Onboarding reviews completeness, identifies exceptions and confirms the setup start date.

Setup Days 1–10 · Organize and configure

Assign the community team; organize records and owner information; begin accounting, banking, budget and payment setup; confirm board contacts and authorizations.

Setup Days 11–20 · Connect community services

Configure website and portal access, invoice approvals, architectural and enforcement workflows, vendor and insurance information, maintenance requests, calendars and site-access arrangements as applicable.

Setup Days 21–30 · Verify, train and launch

Check financial imports, user access and payment instructions; review open issues; coordinate board/committee training and owner welcome notices; confirm launch readiness and hand off to the community manager.

Keep the two schedules coordinated

The proposed Day 20 cutoff and Day 30 management end are not automatic service-launch approvals. Confirm readiness and dates in writing. Track final closing statements, reconciliations, account closure and remaining funds separately through the notice Day 45 target. Pending closing items must be disclosed and followed through to completion.

Contact Onboarding

Onboarding@myHomeSpot.com | (850) 304-2611 | 225 N Pace Blvd, Pensacola, FL 32505

Board Readiness Checklist

A public summary of setup milestones. Use it with Onboarding; it is not a live status report for your community. Confirm items that do not apply.

1. Board approval and agreement

Approve the change, sign the MHS agreement, send the termination notice and designate a board contact.

2. Complete setup forms

Submit Getting Started, About the Property, board, committee, vendor, accounts payable, collections, enforcement and bank-signer forms. Ask Onboarding to confirm any item that does not apply.

3. Accounting and owner data

Coordinate delivery of the initial setup reports, owner and vendor data, budgets, assessment schedules and starting funds requested in the notice.

4. Official records and insurance

Provide governing documents, meeting records, contracts, insurance policies, inspections and reserve or building reports where applicable. Identify missing items and their expected delivery dates.

5. Banking and approvals

Identify authorized signers, complete signature cards and confirm invoice approval roles, payment instructions and the accounting cutoff.

6. Property operations and access

Identify vendors, open projects, maintenance needs, common areas, calendars and emergency contacts. Transfer keys and account access securely through Onboarding.

7. Member communications and training

Confirm member contact information, welcome notices, portal/payment instructions and board or committee training participants.

8. Ready-to-launch review

Review the setup with Onboarding, resolve exceptions and agree on the service launch and manager handoff. Track final accounting and funds separately until received.

Send confidential records and credentials only through the secure transfer method arranged by Onboarding.

Forms and training: <https://myhomespot.com/Transition>

Records Delivery & Archive Checklist

Identify this delivery

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

Association name	
Prepared by	
Date	

Use all accounting groups and the official-records list for your association type.

The final group covers the delivery inventory, system access and closing records.

Item numbers match the termination notice. Check off each completed delivery.

A tick is your tracking note; it does not confirm archive validation by MHS.

Save the completed PDF and share it securely with Onboarding.

Keep missing records open and provide an expected delivery date in the notes.

Records Delivery & Archive Checklist

A.1 - Prior-year closing balances

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐ **A.1.01** Final trial balance, showing account codes, names, and debit/credit balances.

Archive location / missing item / not applicable:

- ☐ **A.1.02** Year-end income statement.

Archive location / missing item / not applicable:

- ☐ **A.1.03** Year-end balance sheet.

Archive location / missing item / not applicable:

- ☐ **A.1.04** Year-end bank reconciliations for every account, including outstanding checks and deposits.

Archive location / missing item / not applicable:

- ☐ **A.1.05** Corresponding bank statements for every account.

Archive location / missing item / not applicable:

- ☐ **A.1.06** Tax returns and filings: Form 1120 or 1120-H, as filed; Forms 1099/1096; and intangible tax filings, if applicable.

Archive location / missing item / not applicable:

- ☐ **A.1.07** Required year-end audit, review, compilation, or cash receipts and expenditures report, as applicable, including applicable DBPR requirements. Include subsequent year-end adjusting entries.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

A.2 - Current-year reports and account data

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐
- A.2.01** Chart of accounts: account codes, names, types, active/inactive status, and fund or department assignments.

Archive location / missing item / not applicable:

- ☐
- A.2.02** Approved current-year budget, including account codes, fund allocations, and monthly amounts where maintained.

Archive location / missing item / not applicable:

- ☐
- A.2.03** Trial balance with account codes and debit/credit balances, by fund where maintained.

Archive location / missing item / not applicable:

- ☐
- A.2.04** Income statement showing current-period and year-to-date activity.

Archive location / missing item / not applicable:

- ☐
- A.2.05** Balance sheet, identifying operating, reserve, and other restricted balances.

Archive location / missing item / not applicable:

- ☐
- A.2.06** Reconciliations for all bank, investment, and payment-clearing accounts; identify the last reconciled date and unresolved differences.

Archive location / missing item / not applicable:

- ☐
- A.2.07** Corresponding bank/investment statements and available subsequent activity through cutoff.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

A.2 - Current-year reports and account data (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐ **A.2.08** Full retained owner ledger history: owner/account ID, unit/lot ID, transaction ID, posting and due dates, charge type, description, charges, payments, credits, adjustments, and running balances. Include payment-to-charge allocations where maintained and identify unavailable earlier history.

Archive location / missing item / not applicable:

- ☐ **A.2.09** Open owner balances and aging: each unpaid charge's original amount, payments/credits applied, remaining amount, due date, and charge code. Separately identify prepayments, unapplied cash, credits, refundable deposits, and payment plans.

Archive location / missing item / not applicable:

- ☐ **A.2.10** Open vendor bills and aging: vendor ID, invoice number/date, due date, original and unpaid amounts, account/fund coding, payments applied, and supporting invoices. Include vendor credits and unapplied payments.

Archive location / missing item / not applicable:

- ☐ **A.2.11** Year-to-date vendor payments, including vendor ID, payment date, amount, method, reference, and 1099-reportable amounts/categories where maintained.

Archive location / missing item / not applicable:

- ☐ **A.2.12** Vendor master file: unique ID, legal/corporate name, TIN/EIN, W-9 where held, mailing address, phone, email, account number, payment terms, and 1099 status.

Archive location / missing item / not applicable:

- ☐ **A.2.13** Owner/property master file: unique owner/account ID, unit/lot ID and property address, owner names, mailing address, phone, email, ownership dates, and active/former-owner status. Preserve separate accounts for different ownership periods.

Archive location / missing item / not applicable:

- ☐ **A.2.14** Detailed general ledger from fiscal-year start through cutoff: transaction and journal IDs, dates, descriptions, account/fund codes, debits, credits, and linked owner/vendor IDs where maintained.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

A.2 - Current-year reports and account data (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐ **A.2.15** Check and payment register from fiscal-year start through cutoff, including checks, electronic payments, voids, reversals, and cleared/outstanding status.

Archive location / missing item / not applicable:

- ☐ **A.2.16** Fiscal-year dates, accounting basis, last closed period, last reconciled period, and differences in reporting basis. Use January 1 as year-to-date start unless the Association uses a different fiscal year; confirm that range with Casey.

Archive location / missing item / not applicable:

- ☐ **A.2.17** Exception list identifying missing records, unreconciled periods, unposted items, and known differences among reports and ledgers.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

A.3 - Migration and cutoff controls

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.

Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐ **A.3.01** System and export information: accounting software name/version, export options, field/code definitions, and accounting contact. Provide an Association-specific backup or complete export if available; exclude other clients' data.

Archive location / missing item / not applicable:

- ☐ **A.3.02** Assessment setup: regular and special assessment schedules, amounts by unit/lot or assessment class, frequency, next billing date, installments remaining, and approved late-fee/interest settings. Identify charges already posted beyond cutoff.

Archive location / missing item / not applicable:

- ☐ **A.3.03** Automatic transactions: recurring bills, scheduled payments, owner autopay arrangements, and pending payment batches, with responsible party and stop/start dates. Coordinate payment authorizations with the provider; exclude raw payment-card credentials.

Archive location / missing item / not applicable:

- ☐ **A.3.04** Outstanding cash items: uncleared checks, deposits in transit, pending electronic payments, processor settlements, returned payments, and transfers between accounts, with dates, references, amounts, and related ledger entries.

Archive location / missing item / not applicable:

- ☐ **A.3.05** Other balance support: schedules supporting reserves, restricted funds, interfund balances, loans, fixed assets/depreciation, prepaid expenses, accruals, and deposits, where applicable.

Archive location / missing item / not applicable:

- ☐ **A.3.06** Cutoff update: updated trial balance, owner/vendor open items, bank activity, and transactions through the agreed cutoff. Label exports as complete replacements or incremental updates and preserve identifiers to prevent duplication.

Archive location / missing item / not applicable:

- ☐ **A.3.07** Reconciliation and acceptance: provide totals demonstrating that owner balances reconcile to their applicable control accounts, vendor balances reconcile to accounts payable, and adjusted bank balances reconcile to cash accounts. Explain every difference. Casey will confirm the import method and validate the receiving system before accepting the accounting cutoff.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

A.3 - Migration and cutoff controls (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐
- A.3.08** Closing adjustments: separate schedule of entries made after cutoff, with supporting documents and revised reports. Reference previously delivered transaction IDs for corrections or reversals.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: condominium associations

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.718.01** Developer-delivered plans, permits, warranties, and other turnover materials required by §718.301(4).
(§718.111(12)(a)1)

Archive location / missing item / not applicable:

☐ **B.718.02** Recorded declaration for each condominium and every amendment. (§718.111(12)(a)2)

Archive location / missing item / not applicable:

☐ **B.718.03** Recorded bylaws and every amendment. (§718.111(12)(a)3)

Archive location / missing item / not applicable:

☐ **B.718.04** Certified articles of incorporation or other formation documents, and amendments. (§718.111(12)(a)4)

Archive location / missing item / not applicable:

☐ **B.718.05** Current association rules. (§718.111(12)(a)5)

Archive location / missing item / not applicable:

☐ **B.718.06** Minutes of association, board, committee, and unit-owner meetings; required videoconference recordings.
(§718.111(12)(a)6)

Archive location / missing item / not applicable:

☐ **B.718.07** Current owner roster, mailing addresses, unit identifications, voting certifications, known telephone numbers,
and applicable electronic-notice contact information. (§718.111(12)(a)7)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: condominium associations (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.718.08** Current insurance policies for the Association and its condominiums. (§718.111(12)(a)8)

Archive location / missing item / not applicable:

☐ **B.718.09** Current management agreements, leases, and other contracts imposing obligations on the Association or owners. (§718.111(12)(a)9)

Archive location / missing item / not applicable:

☐ **B.718.10** Bills of sale or transfer for Association-owned property. (§718.111(12)(a)10)

Archive location / missing item / not applicable:

☐ **B.718.11** Association accounting records, with separate records for each condominium operated. (§718.111(12)(a)11)

Archive location / missing item / not applicable:

☐ **B.718.11a** Detailed receipts and expenditures, bank statements, and ledgers. (§718.111(12)(a)11.a)

Archive location / missing item / not applicable:

☐ **B.718.11b** Supporting invoices, transaction receipts, and deposit slips. (§718.111(12)(a)11.b)

Archive location / missing item / not applicable:

☐ **B.718.11c** Current unit accounts and periodic statements identifying owners, assessments, payments, and balances. (§718.111(12)(a)11.c)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: condominium associations (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.718.11d** Audits, reviews, accounting statements, structural integrity reserve studies, and financial reports. (§718.111(12)(a)11.d)

Archive location / missing item / not applicable:

☐ **B.718.11e** Contracts and bids for work. (§718.111(12)(a)11.e)

Archive location / missing item / not applicable:

☐ **B.718.12** Ballots, sign-in sheets, proxies, and other paper or electronic voting records. (§718.111(12)(a)12)

Archive location / missing item / not applicable:

☐ **B.718.13** Rental records where the Association acts as rental agent. (§718.111(12)(a)13)

Archive location / missing item / not applicable:

☐ **B.718.14** Current statutory question-and-answer sheet. (§718.111(12)(a)14)

Archive location / missing item / not applicable:

☐ **B.718.15** Milestone, turnover, and other structural or life-safety inspection reports. (§718.111(12)(a)15)

Archive location / missing item / not applicable:

☐ **B.718.16** Bids for materials, equipment, or services. (§718.111(12)(a)16)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: condominium associations (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.718.17** Affirmative acknowledgments required by §718.121(4)(c). (§718.111(12)(a)17)

Archive location / missing item / not applicable:

☐ **B.718.18** Building permits. (§718.111(12)(a)18)

Archive location / missing item / not applicable:

☐ **B.718.19** Completed board-member educational certificates. (§718.111(12)(a)19)

Archive location / missing item / not applicable:

☐ **B.718.20** Affidavits required by Chapter 718. (§718.111(12)(a)20)

Archive location / missing item / not applicable:

☐ **B.718.21** Other written records concerning Association operations. (§718.111(12)(a)21)

Archive location / missing item / not applicable:

☐ **B.718.22** Retained inspection-response checklists identifying records made available and not made available.
(§718.111(12)(c)1.b)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: homeowners associations

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐
- B.720.01** Plans, specifications, permits, and warranties for improvements on common areas or other property the Association must maintain, repair, or replace. (§720.303(4)(a)1)

Archive location / missing item / not applicable:

- ☐
- B.720.02** Bylaws and every amendment. (§720.303(4)(a)2)

Archive location / missing item / not applicable:

- ☐
- B.720.03** Articles of incorporation and every amendment. (§720.303(4)(a)3)

Archive location / missing item / not applicable:

- ☐
- B.720.04** Declaration of covenants and every amendment. (§720.303(4)(a)4)

Archive location / missing item / not applicable:

- ☐
- B.720.05** Current association rules. (§720.303(4)(a)5)

Archive location / missing item / not applicable:

- ☐
- B.720.06** Board and membership meeting minutes. (§720.303(4)(a)6)

Archive location / missing item / not applicable:

- ☐
- B.720.07** Current member roster, designated mailing addresses, parcel identifications, and applicable electronic-notice contact information. (§720.303(4)(a)7)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: homeowners associations (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.

Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.720.08** Association insurance policies or copies. (§720.303(4)(a)8)

Archive location / missing item / not applicable:

☐ **B.720.09** Current contracts, management agreements, leases, and retained bids for work. (§720.303(4)(a)9)

Archive location / missing item / not applicable:

☐ **B.720.10** Financial and accounting records maintained according to good accounting practices. (§720.303(4)(a)10)

Archive location / missing item / not applicable:

☐ **B.720.10a** Detailed records of receipts and expenditures. (§720.303(4)(a)10.a)

Archive location / missing item / not applicable:

☐ **B.720.10b** Current member accounts and periodic statements showing names, addresses, charges, due dates, payments, and balances. (§720.303(4)(a)10.b)

Archive location / missing item / not applicable:

☐ **B.720.10c** Tax returns, financial statements, and financial reports. (§720.303(4)(a)10.c)

Archive location / missing item / not applicable:

☐ **B.720.10d** Other records identifying, measuring, recording, or communicating financial information. (§720.303(4)(a)10.d)

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Official records: homeowners associations (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.
Do not enter passwords or private record contents. MHS verifies completeness separately.

☐ **B.720.11** Disclosure summary required by §720.401(1). (§720.303(4)(a)11)

Archive location / missing item / not applicable:

☐ **B.720.12** Ballots, sign-in sheets, proxies, and other paper or electronic voting records. (§720.303(4)(a)12)

Archive location / missing item / not applicable:

☐ **B.720.13** Affirmative acknowledgments required by §720.3085(3)(c)3. (§720.303(4)(a)13)

Archive location / missing item / not applicable:

☐ **B.720.14** Other written records concerning Association operations. (§720.303(4)(a)14)

Archive location / missing item / not applicable:

☐ **B.720.15** Adopted written records-retention rules addressing retention methods and periods. (§720.303(4)(c))

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Delivery inventory, access and closing records

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.

Do not enter passwords or private record contents. MHS verifies completeness separately.

☐

B.T.01 Completed delivery inventory and explanation of every incomplete or missing item.

Archive location / missing item / not applicable:

☐

B.T.02a Vendor accounts: usernames, passwords, account numbers, and administrative access for utilities, payment accounts, subscriptions, maintenance, and other service-provider portals.

Archive location / missing item / not applicable:

☐

B.T.02b Fire systems: alarm and monitoring accounts, administrative access codes, monitoring-provider details, and authorized-contact information.

Archive location / missing item / not applicable:

☐

B.T.02c Security systems: alarm, gate, door-entry, and access-control accounts, administrator codes, master credentials, and access-device inventories.

Archive location / missing item / not applicable:

☐

B.T.02d Camera systems: camera administration, recording equipment, cloud storage, monitoring applications, and remote-access accounts.

Archive location / missing item / not applicable:

☐

B.T.02e Website and domain: website administration, hosting, domain registration, DNS management, and renewal/billing accounts.

Archive location / missing item / not applicable:

☐

B.T.02f Email accounts: Association mailboxes, shared addresses, email-platform administration, and account-recovery settings.

Archive location / missing item / not applicable:

Records Delivery & Archive Checklist

Delivery inventory, access and closing records (continued)

Tick Uploaded after secure delivery. Record folder/file reference or explain missing / not applicable.

Do not enter passwords or private record contents. MHS verifies completeness separately.

- ☐ **B.T.02g** Internet and network equipment: internet-provider accounts, modem/router administration, Wi-Fi network names and passwords, firewalls, switches, and network-management accounts.

Archive location / missing item / not applicable:

- ☐ **B.T.02h** Banking and financial systems: transfer of authorized access to bank accounts, accounting software, payment processors, and owner-payment portals.

Archive location / missing item / not applicable:

- ☐ **B.T.02i** Other Association systems: owner portals, document storage, software subscriptions, and any other operating account.

Archive location / missing item / not applicable:

- ☐ **B.T.02j** Physical access: keys, fobs, remotes, access cards, and combinations, labeled by property, equipment, or location.

Archive location / missing item / not applicable:

- ☐ **B.T.03** Open-matter list: unpaid bills, outstanding checks, pending deposits, collections, claims, violations, architectural applications, projects, and contractual deadlines.

Archive location / missing item / not applicable:

- ☐ **B.T.04** Final accounting, bank statements, reconciliations, account-closure confirmations, and documentation of the \$5,000 transfer and remaining funds remitted.

Archive location / missing item / not applicable: