

Silverado Estates Property Owners Association Inc.
Transition Plan for Board of Directors
October 14, 2019

This document is intended to assist the Board of Directors newly elected at the Annual Meeting by identifying items that need to be addressed within the first 30 days of taking office. A list of items that need to be transitioned by outgoing officers to the incoming officers is provided below. This does not include items like collection of dues or other routine duties of the Board of Directors, it includes only the required updates specific to the change in Board members.

- 1) Update records with Secretary of State “Change of Registered Agent/Office” Prepare and submit Form 401. This update must be made within 30 days of the change and as soon as the President has been identified. The Registered Agent/Office is the President of SEPOA. (see By Laws)
- 2) Update records with Secretary of State “Nonprofit Periodic Report” Prepare and submit Form 802. This update must be made within 30 days of the change and as soon as the Officers of SEPOA have been determined by the newly elected Board of Directors.
- 3) Update Hays County Official Records by preparing and submitting a “Management Certificate” to identify the President of SEPOA this should be consistent with the information provided to the Secretary of State.
- 4) Update Blanco County Official Records by preparing and submitting a “Management Certificate” to identify the President of SEPOA, this should be consistent with the information provided to the Secretary of State.
- 5) Update RBFCU Bank Account with names and contact information for new Secretary/Treasurer and President of SEPOA. Remove names and contact information of previous officers of SEPOA. Please note: This cannot be completed until after the records with the Secretary of State have been updated.
- 6) Outgoing officers should collect and provide all SEPOA official documents from their term and provide all documents that are required by the Silverado Estates Property Owners Association Retention Policy to the newly elected Board of Directors. This should be done immediately after the first Board of Directors meeting is held with the new officers.
- 7) Procedures to be followed for communication between Committee members, such as Architectural Control Committee and SEPOA Website Manager should be established at the first Board of Directors meeting to ensure there are no gaps in providing service to members of SEPOA.
- 8) Updating various contact information to external service providers should be handled by the outgoing officers to provide contact information for newly elected officers. For example: External providers handling law suits, other Real Estate Agents or anyone else that is currently involved with either providing a service or a recipient of a service provided by SEPOA.