

## Monthly Managers Compliance List: Calendars, Work Orders AppFolio & Drive Checklist

This checklist should not be misinterpreted as an end of month list but mostly a reminder on what should have been done. ALL documents must be uploaded to the Drive first, then AppFolio.

### CALENDARS

- Board meetings scheduled. Added to Google Calendar & AppFolio.
- Association calendar updated
- Trash/recycling calendar reviewed
- Upcoming deadlines noted

### FINANCIAL & ADMIN

- Vendor invoices reviewed if applicable
- All AMEX purchases are sent to Office Admin. Review How To if you need clarification. GL coding & Details confirmed

### MAINTENANCE (always aim to close them in a timely fashion.)

- Open work orders reviewed & assigned
- Aging work orders followed up & closed.
- Vendor communication & requests done.

### COMMUNICATION

- Owner emails reviewed
- Board follow-ups completed
- Escalations documented

### ASSOCIATION DOCUMENTS & POLICIES: (organized under 1 or more folders depending on the community)

- Articles of Incorporation (including all amendments)
- Bylaws (including all amendments)
- Declaration of Covenants (including all amendments)
- Current Rules & Regulations
- Current Association Policies

### CONTRACTS

- Folder containing all current and executed contracts
- File naming format used consistently:
  - MMDDYYYY – Contractor Name – Service
  - Example: 01012021 – Smackdown Lawncare – Lawncare

### FINANCIALS

- Monthly financials uploaded from Financials folder
- Short Financials → Homeowner side
- Long Financials → BOD side
- File naming format:
  - MM.YYYY Short Financials
  - MM.YYYY Long Financials

### FINANCIAL AUDITS

- Located in Drive under Accounting
- Added to AppFolio as Shared Documents
- File naming format: MM.YYYY–MM.YYYY Financial Audit

### TAXES

- Located in Drive under Accounting
- Added to AppFolio File format: YYYY Association Taxes

### ANNUAL BUDGETS

- Approved budget uploaded. File naming format: YYYY Annual Budget

### INSURANCE POLICIES

- Current insurance policies uploaded
- Confirm policies are in Drive under: Accounting / Insurance / YEAR

### BOARD OF DIRECTOR CERTIFICATIONS

- DBPR Certificate for each Board Member
- Naming format: LastName, FirstName, MMDDYYYY DBPR Certificate
- Signed Affidavit for each Board Member
- Naming format: LastName, FirstName Affidavit
- Include document: [“Quick Reference on Education Requirements for New & Existing Board of Directors”](#)

### MEETING PACKETS

- One annual folder per association
- Separate folders for:
  - BOD Meetings
  - Members Meetings
- File naming format:
  - YYYY.DD.MM BOD Meeting Packet
  - YYYY.DD.MM Annual Members Meeting
  - YYYY.DD.MM Special Assessment Packet

### MEETING MINUTES

- Annual folders created for associations with frequent meetings
- Single folder allowed for smaller associations with limited meetings

### MEETING RECORDINGS

- Ensure to add Meeting recordings to proper Owner’s Drive to ensure this always shows in the AppFolio Amenities section. Do not add Gemini- this can be misconstrued as Minutes

### MANAGER REPORTS

- Homeowner version uploaded to Shared Documents
- BOD version uploaded to BOD Shared Documents
- Uploaded on correct cadence:
  - Monthly (if applicable) vs. Quarterly (if applicable)

### RESERVE STUDY / SIRS

- Current and past Reserve Studies and/or SIRS uploaded

### Additional Community-Specific Documents (If Applicable)

- Resident Information. Ex: Front Desk, Parking Information
- Emergency Contact Information
- Committee documents (create folders Appfolio if applicable)
- Any other association-specific materials
- Note: This checklist represents the bare minimum.
- Note: Use prior community examples as guidance. Ex:
  - Plaza Tower → extensive subfolders
  - Terre Bonne → limited subfolders