

**PENNSYLVANIA AND DELAWARE VALLEY CHAPTER**  
**COMMUNITY ASSOCIATIONS INSTITUTE**  
**“Coffee and You” Presentation – Transition**

**I. Transition from Sponsor to Homeowners**

- What Is It?
- What Should Happen?
- Homeowner Control

**II. Due Diligence Inquiry/Process**

- Bonds/Cash Escrows on File w/Municipality
- Planning Board - Developer Agreement/Decisions & Resolutions
- Transition Related Repairs
  - What Kind of Repairs Should be Done?
  - Notice to Sponsor

**III. Engineer Engagement**

- Extremely Important to Convey to Engineer the Parameters of the Engagement
- Compare Apple to Apples
- All Inclusive Engineering Report or A la carte
- Liaison/Oversight
- Management/Legal Involvement at this Stage

**IV. Presentation of Draft Engineer Report**

- How Should it Be Interpreted?
- Is it All Inclusive?
- Transition Committee Involvement in Getting a Finished Product

**V. The Final Transition Report**

- Submission to Sponsor
- Timing Is Everything
- Sixty to Ninety Day Review
- Written Reply from Sponsor
  - Forward to Engineer for Reply
  - Need to Set-Up a Meeting Between Association and Sponsor

**VI. Walk-Through With Sponsor**

- How Should it Be Conducted?
- What is the Goal of the Walk-Through?

**VII. Final Disposition of Transition**

- Does it End Amicably and With an Executed Transition and Settlement Agreement (See annexed, Exhibit A)
- Other Alternatives