

# Revelation Community Management

## *Checklist resource for an HOA in South Carolina*

- 1. Create and adopt an HOA governing document.** This document should include the HOA's rules and regulations, as well as the procedures for electing board members, holding meetings, and resolving disputes.
- 2. Establish a budget and collect assessments from members.** The budget should cover the HOA's operating expenses, as well as any planned projects or improvements.
- 3. Hire a property manager or take on the management responsibilities yourself.** A property manager can help the HOA with day-to-day tasks such as collecting assessments, enforcing rules, and managing repairs.
- 4. Maintain the common areas.** This includes keeping the streets, sidewalks, and common areas clean and safe.
- 5. Insure the property.** The HOA should have insurance to cover damage to the common areas and the personal property of members.
- 6. Adhere to state and local laws.** HOAs are subject to a variety of state and local laws, such as those governing zoning, building codes, and environmental regulations.
- 7. Respond to member concerns.** The HOA should have a process in place for handling member complaints.
- 8. Hold regular meetings.** The HOA should hold regular meetings to discuss important issues and make decisions.
- 9. Keep accurate records.** The HOA should keep accurate records of all financial transactions, board meetings, and other important events.
- 10. Be transparent with members.** The HOA should keep members informed of its activities and decisions.

This checklist is just a starting point. The specific tasks and responsibilities of an HOA will vary depending on the size and complexity of the community. However, by following this checklist, HOAs can ensure that they are meeting their legal obligations and providing a high-quality living environment for their members.

### **Revelation Community Management**

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