CDA DEVELOPMENT CONTROL SYSTEM · SET 2 · COMMON INTEREST DEVELOPMENTS

HOA Transition, Turnover & Declarant-Control Closeout Checklist

Organize California CID governance milestones, Class B conversion, architectural turnover, reserve/subsidy accounting, bond release, and turnover records in one formula-driven workbook.

Control field	Specification
Artifact version	1.0
Sources reviewed	2026-11-25
Editable workbook	cda-hoa-turnover-closeout-checklist.xlsx
Paired CDA Service	/services/common-interest-developments

Workbook Structure

Tab	Control Function
Read_Me	Operating rules, version control, and professional-role boundaries.
Dashboard	Formula-driven summary of turnover progress and open financial/bond variances.
Turnover_Checklist	12 statutory/regulatory turnover workstreams mapped to 10 CCR §§ 2792.4–2792.28 and Davis-Stirling.
Financial_Reserve_Handoff	Reconciliation schedule for working capital, reserves, subsidies, declarant assessments, and bond releases.
Lists & Sources	Controlled status validation lists and verified statutory/DRE source references.

Professional Role Boundary — CDA coordinates strategy, information, workstreams, responsibilities, dependencies, decision records, and implementation within an agreed advisory scope. Public agencies retain public decision-making authority. Attorneys, engineers, surveyors, architects, environmental professionals, reserve specialists, accountants, escrow professionals, title professionals, and other qualified specialists retain responsibility for their professional work.

Informational Scope Notice — These working records organize project information, responsibilities, and follow-through. They are general informational templates, not legal advice for any reader's facts, and using them creates no attorney-client or other professional relationship. They do not establish legal compliance, vested rights, CEQA adequacy, subdivision validity, DRE authorization, entitlement validity, agency approval, or commercial feasibility.